



# 2021- 2022 CATALOG



# Tyler Junior College

## CATALOG 2021-2022

*Information contained herein is subject to change without notice.*

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## About the Catalog

The *TJC Catalog* is intended to serve as a guide to help you reach your desired goal, and it was prepared from existing information and policies, current at the time of dissemination. The *Catalog* is intended to serve as a resource to the student body of the institution, but it does not constitute a contract between Tyler Junior College and any person or entity. It is important to note that to the extent that any content of this *Catalog* conflicts with or is inconsistent with Tyler Junior College policies (current or as amended in the future), then College policies will control and govern. All Tyler Junior College policies may be found in the Board Policy Manual (<http://pol.tasb.org/Home/Index/1076>).

Additional guidance is also available in the TJC [Student Handbook](#). The content is subject to modification and change at any time in order to accommodate those changes in educational plans, resources, policies, procedures, and administrative, state, and federal regulations. For curriculum changes and updates, refer to the *Catalog* online at [www.tjc.edu/catalog](http://www.tjc.edu/catalog).

Not all courses listed in this *Catalog* are offered each semester. The College reserves the right to select the courses to be offered during any session. Each semester the College produces an online schedule listing of those courses to be offered. Schedules are made public and available to students as early as possible prior to the beginning of each Fall, Spring, May, Summer and Winter semester.

Tyler Junior College gives equal consideration to all applicants for admission, employment, and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.



# President's Letter

Dearest Apaches,

Welcome to Tyler Junior College, home of the Black and Gold!

TJC is a world-class, premier and award-winning institution of higher learning where student and community success are paramount, and where the core values of unity, caring, integrity, empowering and excellence serve as our north star.

The College's steadfast commitment to educational excellence, stellar service, innovative programming and authentic partnerships can be attributed to a visionary Board of Trustees, an exceptionally strong and capable leadership team, a truly knowledgeable and committed staff, faculty who celebrate teaching and learning on a daily basis and are subject matter experts, and a very supportive community that is pro-education.

TJC proudly celebrates all students, who in addition to excelling academically, are engaged in giving back to our communities through their leadership in student organizations, athletic programs and cultural and artistic events, all while remaining focused on promoting an institutional culture that embraces the values of TJC.

Our students are at the heart of everything we do at TJC, and we are glad you are here! We invite you to continue to learn as much as you can about our beloved TJC through this Catalog, and to proactively connect and engage, so that you can make the most of your time while in Apache Nation.

I am honored to serve you as President of Tyler Junior College and to have the privilege of witnessing a United TJC working to advance our region, state and country.

Dr. Juan E. Mejia  
President & CEO

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# About TJC

## Board of Trustees

Rohn Boone	Joseph L. Prud'homme, M.D.
Ann Brookshire	Clint Roxburgh
Michael C. Coker	Peggy Smith
John Hills	Lonny R. Uzzell
David Hudson	

## Accreditation

Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees as well as certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tyler Junior College.

### Program Specific Accreditation

The Associate Degree Nursing, Automotive Technology, Certified Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Service Professions, Health Information Technology, Medical Laboratory Technology, Occupational Therapy Assistant, Ophthalmic Medical Assisting, Physical Therapist Assistant, Polysomnography, Radiologic Technology, Respiratory Care, Surgical Technology and Veterinary Technician programs are nationally accredited through their respective organizations. The Associate Degree Nursing, Fire Academy, Law Enforcement Academy, Nurse Aide Program, and Vocational Nursing programs are state-accredited.

## TJC Mission Statement

The College champions student and community success by providing a caring, comprehensive experience through educational excellence, stellar service, innovative programming and authentic partnerships.

## TJC Vision Statement

Educating everyone—the path to a better world.

## TJC Civility Statement

In keeping with its rich traditions, TJC pledges to maintain a civil campus climate in which students, employees, and visitors can experience a safe, mutually supportive, academically encouraging, egalitarian, and tolerant community.

## Statement of Nondiscrimination

TJC gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). TJC respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

## Our Pledge

The core values of TJC are Unity, Caring, Integrity, Empowering and Excellence. As an Apache, I pledge to uphold these values with integrity and honesty and refuse to tolerate those who do not.

## How We Began

Tyler Junior College (TJC) was established in 1926 as part of the Tyler Public Schools System. Tyler Superintendent G.O. Clough was named the first president of the College, and operations began in September of that year, with J.M. Hodges as the dean, nine faculty members and 93 students. The College was first accredited by the Southern Association of Colleges and Schools Commission on Colleges in 1931.

Approximately 12,000 students enroll at TJC each Fall semester at the main campus as well as the off-campus instructional sites which include TJC West, TJC Jacksonville, TJC North and TJC Rusk. In addition, approximately 15,000 individuals take continuing education courses each year at TJC West.

The Tyler Junior College District encompasses the tax districts of six independent school districts: Chapel Hill, Grand Saline, Lindale, Tyler, Van and Winona. The Texas Education Code identifies the service area of TJC to include the territory within the following additional districts: Alba-Golden, Arp, Bullard, Hawkins, Jacksonville, Mineola, New Summerfield, Quitman, Rusk, Troup, Whitehouse and Yantis.

Throughout its 95-year history, TJC has embodied the truest sense of the term “community” as reflected in its core values: unity, caring, integrity, empowering and excellence. Admission to TJC is mostly open, with the exception of certain [Selective Admissions](#) requirements for some Professional and Technical and Nursing and Health Sciences programs.

TJC offers more than 115 degree and certificate options, plus extensive customized training and adult and continuing education, and offers opportunities for students to transfer to senior universities or to gain the skills needed to go directly into the workforce. The College received legislative designation, Texas Higher Education Coordinating Board approval, and accreditation by the Southern Association of Colleges and Schools Commission on Colleges, as an institution eligible to award baccalaureate degrees.

TJC features a 145-acre main campus and multiple off-campus instructional sites, rigorous academics, 62 national athletic championships, stellar fine and performing arts programs, modern residential facilities, and organizations and clubs that promote student diversity.

# 2021-2022 Calendar

## Fall Semester 2021

Aug. 21 – Weekend Classes Begin (16-wk & 1<sup>st</sup> 8-wk terms)  
 Aug. 23 – Classes Begin (16-wk & 1<sup>st</sup> 8-wk terms)  
 Oct. 15 – 1<sup>st</sup> 8-week Final Exams  
 Oct. 18 – Classes Begin (2<sup>nd</sup> 8-wk term)  
 Oct. 22 – Deadline to apply for graduation and walk  
 Dec. 9-15 – Final Exams  
 Dec. 17 – Commencement  
 Dec. 15 – Deadline to apply for graduation

## Winter Term Semester 2021

Dec. 20 – Classes Begin  
 Jan. 11 – Final Exams

## Spring Semester 2022

Jan. 15 – Weekend Classes Begin (16-wk & 1<sup>st</sup> 8-wk terms)  
 Jan. 18 – Classes Begin (16-wk & 1<sup>st</sup> 8-wk terms)  
 Mar. 11 – 1<sup>st</sup> 8-week Final Exams  
 Mar. 21 – Classes Begin (2<sup>nd</sup> 8-wk term)  
 April 1 – Deadline to apply for graduation and walk  
 May 5-11 – Final Exams  
 May 13 – Commencement  
 May 11 – Deadline to apply for graduation

## May Term Semester 2022

May 16 – Classes Begin  
 June 3 – Final Exams

## Summer I Semester 2022

June 6 – Classes Begin  
 July 8 – Final Exams  
 Aug. 12 – Deadline to apply for graduation

## Summer II Semester 2022

July 11 – Classes Begin  
 Aug. 12 – Final Exam  
 Aug. 12 – Deadline to apply for graduation

## Summer Special Semester 2022

June 6 – Classes Begin  
 Aug. 12 – Final Exams  
 Aug. 12 – Deadline to apply for graduation

## Holidays

Sept. 6 – Labor Day  
 Nov. 22-27 – Thanksgiving Break  
 Dec. 22 - Jan. 3 – Winter Break  
**(Jan. 4 – Offices Open)**  
 Jan. 17 – ML King Holiday  
 March 14-19 – Spring Break  
 April 15 – Good Friday  
 May 30 – Memorial Day  
 July 4 – Independence Day observed

Full academic calendar at [tjc.edu/calendar](http://tjc.edu/calendar)  
 For upcoming events visit [www.tjc.edu/events](http://www.tjc.edu/events)

### AUGUST 2021

S	M	T	W	Th	F	S
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### SEPTEMBER 2021

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### OCTOBER 2021

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### NOVEMBER 2021

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### DECEMBER 2021

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### JANUARY 2022

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### FEBRUARY 2022

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### MARCH 2022

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### APRIL 2022

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### MAY 2022

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### JUNE 2022

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### JULY 2022

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# Where We Meet

The TJC main campus is located in Tyler, Texas, a growing city with a population of approximately 100,000, located in the northeast region of the state. Tyler is considered the commercial and cultural hub of East Texas. It is known not only for its natural beauty, but also for its industry, medical facilities, shopping centers, symphony orchestra, civic theater, art museum, recreational facilities, and opportunities for higher education.

## Buildings and Facilities

### The Main Campus

TJC operates the main campus plus four off-campus instructional sites to serve its students and the community. The main campus, located at 1400 East Fifth Street, includes more than 145 acres of property and more than 40 buildings. The main campus is dotted with stately hardwood trees and includes eight residence halls.

With its white columns and Georgian architecture, **Jenkins Hall** is TJC's oldest and most iconic building. It houses classrooms, faculty offices, the office of the dean of the School of Humanities, Communications and Fine Arts, and an art department exhibit wing.

**White Administrative Services Center** houses the offices of the president, vice presidents, provost, admissions, registrar, business services, scholarships, financial aid, career planning, cashier, human resources, alumni relations, information technology, the TJC Foundation and the Board of Trustees meeting room.

The **Robert M. Rogers Nursing & Health Sciences Center** includes approximately 155,000 square feet of space dedicated to classrooms, labs and study areas for nursing and health science programs as well as the dental hygiene clinic, the Campus Clinic, and the office of the dean of the School of Nursing and Health Sciences. The RNHSC is also home to TJC's Bachelor of Science in dental hygiene program, the first and only degree of its kind to be offered at a community college in Texas.

Located in **Rogers Student Center** are the Apache Rooms, TJC Bookstore, Apache Junction dining hall, Center for Student Life and Involvement, TRIO, Support Services, Testing Center, Academic Advising Center, recreational facilities, student lounges and the Presidential Honors loft.

The **Aleck Genecov Science Building** houses classrooms and facilities for lab sciences, faculty offices, and the office of the dean of the School of Engineering, Mathematics and Sciences.

**Potter Hall** consists of classrooms, faculty offices as well as the Division Director, Student Support Services Office, Director, Disability Services Office, and the Deaf Student Services Office.

The **George W. Pirtle Technology Center** provides classrooms and labs for technical courses and the office of the Dean of the School of Professional and Technical Programs.

The **Vaughn Library/Learning Resource Center** is TJC's center for research and academic support and offers books,

print journals, databases to access online journals, audiobooks (primarily fiction), textbooks and other materials on reserve, and a multimedia non-print collection. Also housed in the Library are the TJC Archives and Special Collections, the Apache Tutoring Center, Distance Education offices, the Technical Assistance Desk, Open Computer Lab, and Starbucks.

The **Bonna Bess Vaughn Conservatory** features a large, fully-equipped greenhouse conservatory with classrooms and offices.

The **Earth and Space Science Center featuring Hudnall Planetarium** is home to the first Digitalis Aethos planetarium system in Texas. This state-of-the-art system uses 4K laser projection technology to create vivid and immersive experiences in our 40-foot domed planetarium. The science center also features interactive displays and exhibits, a classroom and outdoor educational spaces.

The new **Rogers Palmer Performing Arts Center** was completed early 2021 and provides facilities for the music, art, dance, drama and speech departments. The center includes **Wise Auditorium**, a large performance hall, which was significantly renovated and expanded earlier this year. Watson Wise and Emma Wise Cultural Arts Center houses **Jean Browne Theatre**, TJC's smaller performance space with a thrust stage, as well as music/dance and speech/theatre departments, in addition to offices, classrooms, practice rooms and the TJC Box Office.

**Wagstaff Gymnasium** and the **Joseph Z. And Louise H. Ornelas Health and Physical Education Center** house recreational facilities. Wagstaff Gym provides facilities for intercollegiate athletics. The OHPE Center offers comprehensive fitness facilities including Gentry Gym, indoor walk/run track, aerobics and dance studio, a weight room, racquetball courts, an aquatics area, and the band hall and Apache Belles studio.

The **JoAnn Medlock Murphy Tennis Center** is home to TJC's premier tennis courts and facilities, including classrooms, coaching and instructional offices for the tennis teams and the professional tennis management program. The nearby **Louise Brookshire Community Tennis Complex** offers eight tennis courts for College and public use.

The **Residential Life and Housing** building is the hub for on-campus living at TJC. The housing administrative building offices professional staff members who are responsible for the management of eight residence halls which are home to over 1,200 TJC students living on the main TJC campus.

TJC is a great place to start your college career and residence halls are an ideal place to broaden your life experiences. Residents from all backgrounds, cultures, lifestyles and attitudes are welcomed and have the unique opportunity to interact with a large, diverse group of people while being in the heart of on-campus activities.

There is no extra charge for any hall amenities; unlimited laundry use, cable TV, high-speed wireless throughout the building, computer labs and study lounges, community microwaves, 24-hour maintenance service and public area

housekeeping. There is a Chick-fil-A location in one hall. Each hall is managed by Housing staff residing in the hall who are responsible for creating an atmosphere which supports academic, intellectual, social and emotional growth.

The **Pat Hartley Field Complex** serves as home to the men's and women's soccer teams and includes two regulation-size soccer fields, a walking trail, a concession facility and a field house. Playing fields also serve as a practice facility for football and as a resource for intramural and continuing education programs.

The **Baldwin Facilities and Construction Building** and **Satellite Physical Plant** include offices, workshop and storage for maintenance and physical plant staff and provide heating and cooling for the campus.

**Campus Services** houses mail and duplications, central supply and purchasing offices.

**Research and Marketing Services** is home to the Institutional Effectiveness, Planning and Research and Marketing, Media and Communications departments.

Also located on the main campus, through a cooperative agreement with the College, is the **Tyler Museum of Art**, a privately funded contemporary museum.

## TJC West

At TJC West, located at 1530 South Southwest Loop 323, are the **Regional Training and Development Complex** (RTDC), the **Skills Training Center** (STC) and the **Energy Center**. The RTDC is home to Continuing Education, the Small Business Development Center, the Tyler Area Business Incubator, TJC Corporate Services, the Literacy Council of Tyler, the TJC Fire Academy and the TJC Law Enforcement Academy. The 84,000-square-foot facility offers fast-turnaround, low-cost training programs for business and industry, in addition to lifelong learning and professional enhancement programs for groups and individuals.

Credit programs are also offered at TJC West, including: automotive technology; child development/early childhood; fire protection technology; electrical and electronic controls technology; heating, air conditioning, and refrigeration technology; ophthalmic medical assisting; power plant technology; welding technology; and industrial maintenance technology.

The **Skills Training Center** (STC) is an innovative, joint project with area public schools and is financed with assistance from Tyler Independent School District, the Tax Increment Finance Board, and the Tyler Economic Development Council. The Skills Training Center includes the **Jake and Mary Roosth Automotive Technology Center** as well as the College's welding technology and industrial maintenance technology departments.

The **Energy Center**, an expansion to the STC, provides training in the latest industry standards for students seeking highly skilled jobs in power plant technology, heating, air

conditioning, and refrigeration technology, electrical and electronic controls technology and industrial maintenance technology.

The STC and its departments are utilized by area high school students taking part in dual credit enrollment programs, which offer the opportunity for college credit prior to high school graduation. Many students choose to continue their studies after graduating, obtaining certification in technical fields to enter the expanding job market.

## Family Learning Center

The **Family Learning Center of Tyler** is a joint child care project of TJC, the Literacy Council of Tyler and Tyler ISD. This licensed center serves children ages 6 week to 4 years and operates 7:15 a.m. – 5:15 p.m. Monday – Friday during the Fall and Spring semesters. The center is on the campus of Douglas Elementary School, 1508 North Haynie Avenue, in Tyler. The Family Learning Center operates on standards aligned with national accreditation and is supervised by degreed personnel and students from the TJC early childhood program.

## TJC Jacksonville

TJC Jacksonville is located on the fourth floor of UT Health Jacksonville, located at 501 South Ragsdale Street, in Jacksonville. Studies offered at TJC Jacksonville include the LVN-ADN transition program, designed for a licensed vocational nurse to complete the associate degree nursing program and be qualified to become a registered nurse, as well as general education courses needed to qualify for entry and completion of nursing and other health-related and college transfer programs.

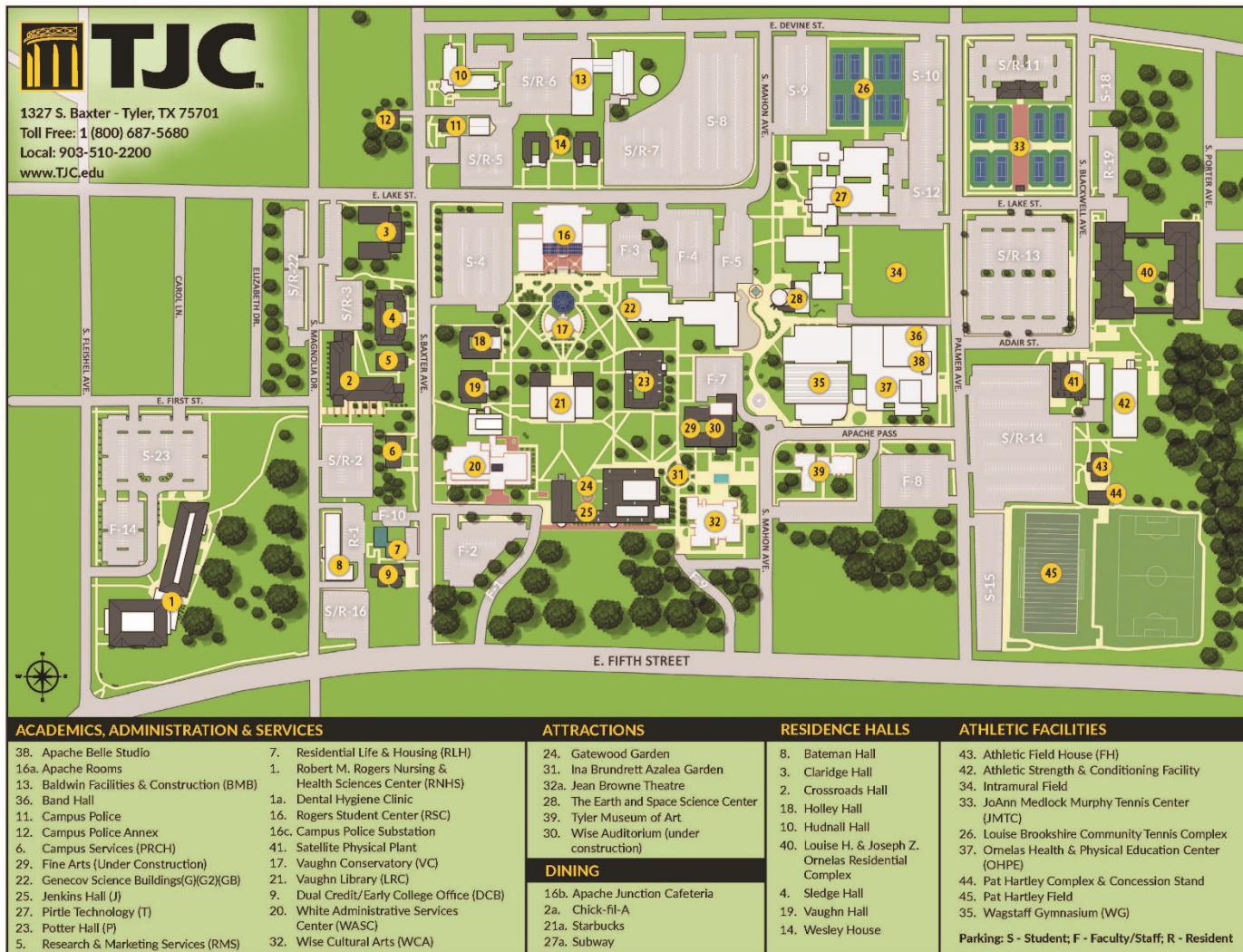
TJC Jacksonville is the result of a partnership between the Jacksonville Economic Development Corporation, CHRISTUS Trinity Mother Frances Health System, UT Health Regional Healthcare System, and TJC.

## TJC North

TJC North provides Lindale and its surrounding communities with access to general education classes, nursing programs and the veterinary technician program. TJC North is located in The Cannery, a retail/entertainment/residential complex in Lindale. It is a result of a partnership between the Lindale Economic Development Corporation, the Lindale ISD and TJC. TJC North brings lifelong learning to residents of northern Smith County and provides a resource for high schools in Smith, Van Zandt and Wood counties, where TJC offers dual credit courses that provide college credit to eligible high school students.

## TJC Rusk

At TJC Rusk, located on the campus of Rusk State Hospital on U.S. Highway 69, TJC maintains a 12-month vocational nursing education program. All academic courses for students within the TJC Rusk LVN program are offered on site.



## WHERE TO WRITE OR CALL

For more information concerning specific aspects of the College, contact the Admissions office.

### Write:

TJC Admissions Office  
P.O. Box 9020  
Tyler, TX 75711-9020  
[admissions@tjc.edu](mailto:admissions@tjc.edu)

### Spanish Hotline:

903-510-3247

### Web:

[www.tjc.edu](http://www.tjc.edu)

### Telephone:

903-510-2523  
1-800-687-5680





# How to Get Started

## Admissions

**Application:** All applicants need to submit a completed admissions application. A completed application must be submitted prior to a student attempting to register for classes and before the first consultation with an academic advisor, if needed. A student may apply in person or by completing a TJC Admissions Application online at [www.tjc.edu/apply](http://www.tjc.edu/apply) or at [www.applytexas.org](http://www.applytexas.org).

Admission to TJC is conditional until receipt of an official high school transcript or GED scores. No student will be permitted to re-enroll until admission requirements have been met. Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

A new applicant whose file is incomplete at the time of registration may only be allowed to enroll on conditional status, granted by the Director of Admissions, until completion of the admission file.

Responsibility rests upon the student applicant for ensuring that all necessary materials have been submitted for admission. Additional required materials depend on the method of admission—see below.

## Methods of Admission

TJC gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). TJC respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

### 1. Admission of High School Graduates

An official high school transcript showing date of graduation is required.

TJC will not recognize a student as a high school graduate who has obtained a diploma through a non-accredited school or online program. Determination of the legitimacy of these diplomas will be at the discretion of the Admissions Office. Graduates of such programs will be considered for admission on an individual approval basis (see Individual Approval section below).

### 2. Admission by Examination

General Educational Development (GED) or High School Equivalency Test students who wish to enroll in TJC will be admitted. Applicants must submit official passing test scores and follow standard criteria for admission (listed previously).

### 3. Admission of Transfer Students

Students may be accepted in transfer from other colleges and universities when eligible to return to their former institutions.

Procedural guidelines for transfer students include:

- The student will furnish official transcripts from all colleges or universities attended.
- The student will continue on scholastic probation at TJC if he/she has been placed on probation at a previous institution.
- Students on Academic Suspension will not be considered for admission until their suspension term has been met. Appeals may be considered through the Registrar and Admissions Appeal Committee.

A student transferring from another collegiate institution is not at liberty to disregard their collegiate record and apply for admission on the basis of their high school record or a part of their college record.

## 4. Transient Admissions

Students currently enrolled at another college or university and looking to take a class at TJC are classified as transient students. The following steps must be completed prior to registration to fulfill admissions requirements:

- A formal admissions application must be submitted and processed prior to registration
- Official college transcript (s) must be submitted showing pre-requisite(s) and TSI status
- Bacterial meningitis vaccination form

Transient students are not required to meet with a TJC advisor prior to enrolling. Students may contact the Registrar's office to check on the status of your transcript evaluation. The Registrar's office is located on the first floor of the White Administrative Services Center (WASC).

## 5. Special Admissions

- Dual Credit:** The TJC Dual Credit program provides an opportunity for eligible high school students, grades 9-12, to participate in college courses and receive both high school and college credit for the same course. Classes are usually taught at:
  - TJC campus
  - at the student's high school campus
  - through a TJC Distance Education class upon the recommendation of their high school counselor or principal

Please check with the Dual Credit Office for testing and enrollment procedures at 903-510-2716 or [dualcredit@tjc.edu](mailto:dualcredit@tjc.edu).

- Early College High School Students (ECHS):** TJC has Early College High School agreements with Chapel Hill and Tyler Independent School Districts. Those interested in Early College High School should speak with their eighth grade school counselor. Those selected into their ISD's ECHS programs will then submit a TJC Dual Credit application.

- c. **Early Admission Students:** This program offers high school students the opportunity to take a TJC course on the TJC campus or a TJC distance education class. These courses are only for college credit. High school students are accepted upon recommendation of their high school counselor or principal and with the permission of their parents. Credit is applied when the student provides a high school transcript with the date of graduation. For more information, contact the Dual Credit Office.
- d. **Allied Health, Emergency Medical Service Professions, Health Information Technology, Healthcare Administration, Healthcare Administration BAT and Veterinary Technician Programs:** In addition to admission to TJC, students must fill out the appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available. (Admission to TJC does not guarantee acceptance into an allied health program. Also see [Selective Admissions](#).)
- e. **Independent Study (Home School):** Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a non-traditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided they:
  1. Present a notarized record of the high school equivalent work completed and the date of successful completion.
  2. Comply with institutional testing requirements; and
  3. Agree to limitations or conditions of admission established by the institution.
- f. **Individual Approval:** Students who have not graduated from an accredited public or private high school may be admitted conditionally on an individual approval basis at the discretion of the Admissions Office. Such approval does not guarantee financial aid assistance will be awarded. This category includes students whose high school diploma is not recognized by the Admissions Office. Students admitted as Individual Approval must provide evidence of successful completion of the GED or graduation from a recognized high school during the first semester of enrollment, or future enrollment will be blocked. For financial aid consideration, the College will not award any financial aid no matter the source without a high school diploma or GED, if admitted as individual approval.

## 6. International Students

### Student seeking F-1 Visa:

The following admission requirements apply to students seeking admission as an F-1 Student:

1. Application and all documents should be on file by the stated deadline.
2. Official copy of transcript for the last four years of secondary school. The official transcript must be an original or certified copy translated into English and must show each course completed and grade earned. The transcript must indicate date of graduation/completion. Students who have attended an American college or university also need to submit a high school transcript.

Students may be denied admission if the level of education they have obtained is evaluated as equivalent or higher than a U.S. Associate Degree.

3. Proof of English proficiency. Minimum required scores are the following:
  - a. Test of English as a Foreign Language (TOEFL) minimum acceptable score is 64;
  - b. International English Language Testing System (IELTS) minimum acceptable score is 6.0;
  - c. High School Graduate from High School in the United States;
  - d. Completion of an English as a Second Language (ESL) program or Intensive English Certificate in the United States;
  - e. Citizens from countries where English is commonly used are exempt from TOEFL.
4. Bacterial Meningitis Vaccination Requirement
  - a. Evidence the student has received the vaccination or booster dose during the five years preceding and at least 10 days prior to enrollment.
  - b. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving the booster dose if the student is 22 years of age or older by the first class day of the semester in which they intend to enroll.
5. Proof of financial ability to stand all expenses for the college year. The College has no scholarship or financial aid available for foreign students. This means the student must show his/her ability to stand all expenses for the college year (USCIS form I-134). Athletic scholarships may be awarded to international students.
6. Compliance with all requirements and procedures established for student visa category by United States Citizenship and Immigration Services (USCIS).

## 7. Immigrant & Refugee Students:

Students must submit verification of immigrant card or I-94 Refugee Permit.

### Other non-immigrant students:

All other non-immigrant visas, except B (visitor) visas, may enroll at TJC through other Methods of Admission.

## 8. Veterans Affairs

TJC is approved for Veterans training. Consult the College Veterans Affairs Office located in the White Administrative Services Center for information and assistance. The student may apply for Veterans Benefits online at [www.gibill.va.gov](http://www.gibill.va.gov) or visit the online Veterans page at [www.tjc.edu/veterans](http://www.tjc.edu/veterans).

## 9. Hazlewood Act

The Hazlewood Act provides qualified Veterans, spouses, and their children with an education benefit of up to 150 hours of tuition and fee exemptions at state supported colleges or universities. See

<https://www.tvc.texas.gov/education/hazlewood-act/>

## Eligibility:

A Veteran must:

1. At the time of entry into active duty in the U.S. Armed Forces,
  - Have designated Texas as Home of Record,
  - Or entered the service in Texas,
  - Or was a Texas resident;
2. Have received an honorable discharge or separation or a general discharge under honorable conditions as indicated on the Veteran's Certificate of Release or Discharge from Active Duty (DD Form 214);
3. Served at least 181 days of active duty service (excluding training);
4. Currently reside in Texas;
5. Have no federal Veteran's education benefits, or have no federal Veteran's education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31) for term or semester enrolled that do not exceed the value of Hazlewood benefits;
6. Not be in default on a student loan made or guaranteed by the State of Texas;
7. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its cost), unless the college's governing board has ruled to let Veterans receive the benefit while taking non-funded courses; and
8. Meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours.

For more information, contact the Veterans Affairs Office located in the White Administrative Services Center, phone 903-510-3750, email [veterans@tjc.edu](mailto:veterans@tjc.edu).

## Admissions Test Scores Requirement

All incoming students are required to take the TSI Assessment or an approved alternative test for all non-exempt students prior to enrolling in college-level courses at TJC.

Some students may be exempt from taking the TSI based on SAT, ACT, TAKS or STAAR tests, their major, as well as other factors such as military veterans or those with an associate degree or higher.

Certain nursing and health professions, as well as professional and technical certificate programs that are college readiness-waived may require additional testing.

## New Student Orientation

New Student Orientation (NSO) sessions are held throughout the summer to offer a fun-filled opportunity for incoming TJC students to become familiar with the TJC campus and all available resources and services.

All students who are attending college for the first time after graduating high school, will need to complete a mandatory online orientation, designed to give the basics on

getting ready for college. Once finished, students will be able to reserve the dates for their on-campus NSO experience where they will gain a first-hand glimpse of college life before the Fall semester begins.

During these events, students meet with an academic advisor and create their course schedules; have the opportunity to spend the night in a residence hall; make connections with new and current TJC students; network with academic deans, faculty, staff and administration and learn how to become an official member of Apache Nation!

Although open for any new, incoming student, New Student Orientation is designed for recent high school graduates or GED recipients ages 18-21. There is a fee for attending New Student Orientation.

## Parent and Family Orientation

Parents are welcome to attend TJC's on-campus orientation with their incoming student. Specific sessions are designed just for parents and families to teach them how to help their student transition into the college lifestyle and gain valuable knowledge about TJC. There is also a fee for attending Parent and Family Orientation.

## Selective Admissions

Admission to TJC does not guarantee admission to certain selective programs. Student enrollment in these programs is limited by the following factors, including but not limited to, program capacity, clinical space, prior work experience, academic preparation, prior academic achievement, negative drug screening and a clear criminal background check. Specific application information and deadlines are available by contacting the appropriate department chair or coordinator of each program or an academic advisor.

Programs which require separate application:

- Associate Degree Nursing (ADN)
  - LVN-ADN Transition Track
  - Paramedic-ADN Transition Track
- Certified Dental Assisting
- Culinary Arts
- Dental Hygiene
- Diagnostic Medical Sonography
- Emergency Medical Service Professions: Paramedic
- Fire Protection Technology
- Health Information Technology
- Healthcare Administration
- Healthcare Administration BAT
- Medical Laboratory Technology
- Occupational Therapy Assistant
- Ophthalmic Medical Assisting
- Physical Therapist Assistant
- Radiology Technology
- Respiratory Care
- Surgical Technology
- Veterinary Technician
- Vocational Nursing
- Wellness & Exercise Science

Note: Allied Health Programs require drug screening and criminal background checks on all successful applicants.



# Admission Appeals

Any student denied admission to TJC based on academic suspension may appeal this decision in writing. Documents supporting a student's appeal can be submitted to the Registrar's Office.

## Immunization

All students in the School of Nursing and Health Sciences who have any direct patient contact will be required to have proof of adequate immunization for these diseases:

Tetanus/Diphtheria	Measles
Mumps	Rubella
Hepatitis B	

## Bacterial Meningitis Vaccination Requirement

### State of Texas SB 1107

#### Bacterial Meningitis Required Vaccination Prior to Enrollment at or in TJC

All new students and re-entry students must provide proof of bacterial meningitis vaccination:

1. Evidence the student has received the vaccination or booster dose during the five years proceeding and at least 10 days prior to enrollment. This evidence must be submitted in one of the following three formats:
  - A document bearing the signature or stamp of the physician and/or his designee, or public health personnel (must include the month, day and year the vaccination was administered) **OR**
  - An official immunization record generated from a state or local health authority (must include the month, day and year the vaccination was administered) **OR**
  - An official record received from school officials, including a record from another state (must include the month, day and year the vaccination was administered)
2. Evidence the student is declining the vaccination must be submitted in one of the following two formats:
  - An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student **OR**
  - An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used.
3. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose:
  - If the student is 22 years of age or older by the first class day of the semester in which they intend to enroll **OR**

- If the student is enrolled in on-line or other distance education courses only

## Re-Admit Policy

A student who was enrolled previously at TJC and who has been out of school longer than two consecutive long semesters (Fall or Spring semesters) will be required to re-apply to the College and submit high school and/or college transcripts again.

## Residency Classification

It is the student's responsibility to have residency information correct prior to payment of tuition and fees.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Statutes." Twelve months after giving up previous domicile is the minimum length of time required to establish new residency for tuition purposes.

"Residence" means "domicile." "Resided in" means "domiciled in."

"Legal Place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment, and used for federal income tax purposes.

"Dependent" means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of enrollment and for the tax year preceding the year in which the individual registers.

In-District student: A Texas resident (or dependent) who physically resides (permanent residence) on property subject to ad valorem taxation by the Tyler Junior College District for the required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College Tax District, but lives in the state of Texas.

### SB 1528 (Non-Residents)

Effective for students starting Fall 2006, state law (SB 1528) allows undocumented students to be classified as Texas resident if they meet the following conditions:

- Graduated from a public or an accredited private high school or received the equivalent of a high school diploma (GED) from the State of Texas.
- Resided in Texas for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma (GED).
- Resided in Texas for the 12 months preceding the 12th class day of the academic semester in which the person enrolls in an institution.
- Provided the institution with a notarized affidavit stating intent to apply for permanent residency.
- Affidavit forms are available in the Apache Enrollment Center (AEC).

## Reclassification

### Reclassification as a non-resident

Persons who have been classified as residents of Texas shall be classified as non-resident students whenever they shall report, or there is found to exist, circumstances indicating a change in residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students shall be reclassified as non-residents and be charged the non-resident tuition beginning with the semester following the date that the institution discovers the error.

### Reclassification as a resident

If a student has been erroneously classified as a non-resident student and subsequently proves to the satisfaction of the appropriate officials of the TJC Admissions Office that they should have been classified as a resident student, they shall be reclassified as residents of Texas and be refunded the difference between the resident and non-resident tuition for that semester in which the student was erroneously classified and paid the non-resident tuition rate, approved by the director of admissions.

Students must complete any reclassification of residency prior to the certification day of that term (12<sup>th</sup> class day—16-week session; 4<sup>th</sup> class day—summer session) in order to pay the new tuition and fees for that semester.

It is the responsibility of each student to verify their residency status each semester and review their statement of charges for accuracy. Request for residency changes must be completed in the Admissions Office by the census date.

## Minimum Requirements

*(Additional documents may be requested)*

1. Change permanent address in the Admissions Office.
2. Tax documentation: (if under 25 years of age).
  - a. Form 1040 Tax Return for Independent Student
  - b. Parents' Form 1040 Tax Return for Dependent Student
3. Documentation for Texas Residency Status:
  - a. Texas Driver's License or Texas State ID Card.
  - b. Texas high school transcript for full senior year immediately preceding the census date or a transcript from a Texas institution of higher education showing designation as a Texas resident.
  - c. Paycheck stubs for 12 consecutive months.
  - d. Written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the person for 12 consecutive months preceding the census date.
  - e. Proof of title/deed of real property acquisition.
  - f. Documents showing ownership of a business in Texas.
  - g. Texas Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for 12 consecutive months preceding the census date.
4. Documentation for In-District Residency Status:
  - a. Utility bills for the 12 consecutive months preceding the census date.

- b. Texas voter registration card.
- c. A current lease agreement which lists student as either the lease holder or occupant.
- d. Current deed and/or property tax statement.

Please understand reclassification of residency is done on a case-by-case basis and is determined by the guidelines published by the Coordinating Board in "Rules and Regulations—Residency Statutes."

## Tuition and Fees

*(Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.)*

Tuition rates are based on residency in the state of Texas and within the TJC District. A schedule of tuition and fee charges may be viewed online at [www.tjc.edu/tuition\\_and\\_fee\\_breakdown](http://www.tjc.edu/tuition_and_fee_breakdown). It is the responsibility of each student to verify their residency status each semester and review their statement of charges for accuracy. Requests for residency changes must be completed in the Admissions Office by the census date.

## Special Fees

*(Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.)*

### Out of District Surcharge

Students who live outside the TJC taxing district are charged an out of district surcharge per credit hour. Students who live outside of the state of Texas are charged increased tuition as well as a per credit hour surcharge. These rates are set by the TJC Board of Trustees. A Texas resident who does not physically reside within the geographic boundaries of the TJC district is considered out of district. If the residence is in district, it will be listed as a taxing entity on the property tax statement.

## Fees

*(Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.)*

### General Education Fee

The general education fee supports functions that contribute to the student's overall educational experience. This fee is used to provide maintenance and operation of classrooms, support of student services including the learning resource center, advising, orientation activities, graduation and other academic events.

### Student Life Fee

The student life fee supports programs and activities for students. Student life fees are managed by the Student Service Fee Advisory Committee.

### Technology Fee

The technology fee supports the information technology infrastructure across campus including campus wide software licensing, classroom technology such as projectors and computer labs, internet bandwidth, and increasing cyber security measures.

## Health Service Fee

The health service fee is charged to students for access to the TJC Clinic located in the Robert M. Rogers Nursing & Health Sciences Center. The clinic is available to all students for minor illnesses, minor injuries, physical exams, immunizations, and flu and other vaccines.

## Registration Fee

The registration fee is used to support the costs associated with registration events including room setup, technology, labor, advising and marketing.

## Campus Security Fee

Campus Security Fees help support a safe environment at TJC including funds for security cameras, increased lighting, safer crosswalks, additional security personnel, vehicle registration and parking lot management.

## Differential Fee

Differential fees are intended to cover additional costs necessary to offer the program that are not covered by tuition and/or other fees. These fees vary by course. Please see the tuition and fee schedule for a detailed list of differential fees.

## Laboratory Fees

Laboratory fees are attached to specified laboratory courses only. The lab fee is used to help fund the cost of lab maintenance, supplies, labor, and equipment maintenance and replacement.

## High Cost Course Fees

High cost course fees are added to specified health professions and vocational/technical courses with specialized equipment, tools, computer software, hardware, or other instructional materials that are specific to only a small number of programs to help defray the costs of maintenance, use, and replacement.

## 3000/4000 Level Course Fee

An additional fee is charged for 3000 and 4000 level courses in baccalaureate programs to help underwrite costs not eligible for state reimbursement.

## Individual Music Instruction

Special music fees may be charged per semester for individual lessons in certain music disciplines. The individual music instruction fee applies only to students who enroll for private lessons. Fee is based on 1 or 2 lessons per week.

## Distance Ed Fee

The distance education fee is attached to hybrid and fully online courses to help support the additional costs related to providing courses online.

## Non-Course Based Option (NCBO) Fee

A non-course based option (NCBO) fee is attached to some courses that are not eligible for state reimbursement to help offset the costs of instruction.

## Non-Funded Course Fee

Students attempting a course for the third time (or any subsequent attempts) are charged a non-funded course fee to cover costs not eligible for reimbursement by the state.

## Posting Fee

The posting fee is for posting credit by examination, credit for life experience, or credit by articulation agreement to permanent records.

## Returned Check Fee

A fee will be charged for any returned checks or ACH transactions.

## Replacement ID Fee

The first ID is included in the Campus Security fee.

## Payment Plan Admin Fee

Installment payment plans are available for a one-time fee at the time of payment. This fee covers the administration of the payment plan for the semester.

## Payment Plan Late Fee

A late fee will be added to any payment plan installment payments processed after the due dates.

## Reinstatement Fee

Students reinstated into courses after the official reporting date (ORD) will be charged a reinstatement fee per occurrence.

## Dual Credit Late Processing Fee

Dual credit students enrolled or re-enrolled into courses after the official reporting date (ORD) will be charged a late processing fee per course.

## Course Specific Fees

To offset materials and other related costs for the delivery of instruction in specific courses, a varying course-specific fee may be charged.

## ID Cards

All students at TJC are issued identification cards at their first registration. Students are required to wear their identification cards on lanyards at all times. The identification card is required for admission to classrooms, College activities, use of library and learning resources, use of the OHPE Center, as a meal ticket and for other College functions requiring identification. The card should be obtained during registration or the first two weeks of school. If the card is lost or not obtained during this period, a late/lost card fine will be assessed. Cards are invalidated upon replacement or during semesters when a student is not enrolled.

## Vehicle Registration

All full- and part-time students who operate a motor vehicle on property owned or controlled by the College are required to register each vehicle with the TJC Police Department. A registration permit must be affixed to each vehicle in accordance with the Parking Rules and Regulations of the College.

Motor vehicles will be registered for an academic year (September 1 through August 31) or for the balance of the year registered, whichever is applicable. Student permits, however, are authorized on a semester basis. Permits are provided to students who show a College receipt reflecting payment of tuition and fees including current campus security fees due.

Tuition and fees must be paid to receive a registration permit. Operation of a vehicle on property owned or controlled by the College for which current semester campus security fees have not been paid may result in a parking ticket from the TJC Police Department.

In order to register a vehicle, a driver's license, student identification card and motor vehicle license number must be presented at the TJC Police Department.

## How to Pay for College

In addition to cash, check, or major credit card, students may be awarded financial aid to satisfy payment deadlines in advance of anticipated financial aid disbursement/refund and/or elect to pay through an Installment Plan.

### Financial Aid Funds

Financial aid and scholarship monies must be accepted and awards made prior to registration in order to pay your account. College charges (tuition, fees, housing, etc.) are collected from the first financial aid money available to the student regardless of due date. Students are responsible for paying any tuition, fees, room, board, and loans by appropriate due dates.

### Installment Plan

Terms: One-fourth of the tuition and fees plus a loan processing fee due in advance of the semester (on day of registration) and three (3) one-fourth payments due prior to the 2<sup>nd</sup>, 6<sup>th</sup>, and 11<sup>th</sup> class weeks. The first payment of one-fourth must be collected at the time of completing registration. If payments are not paid by the due dates, a late fee will be charged to the student. You must be eighteen (18) years of age or a parent or guardian's signature is required. NOTE: Special Terms, Summer I and Summer II are NOT eligible for an installment plan. Additional fees, including cost of collection, will be charged to the student.

### Tuition Payment Agreement (subject to availability)

Students with tuition payment agreements are responsible for payment by the due date unless a complete withdrawal form is completed and processed by the Registrar's Office prior to the first official day of class. Additional fees, including cost of collection, will be charged to the student.

### Payment by an Outside Company

Students whose tuition and fees are being paid by an outside company or business must supply information regarding the agreement to the Business Services Office prior to registration. Advance approval from Business Services is required.

## TJC Refund Policy

*(Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.)*

TJC refunds will be processed through Bank Mobile 4-6 weeks after the 12<sup>th</sup> class day. Refunds are issued on a weekly basis. Go to the [BankMobile Disbursements](#) website to select your refund payment preference.

## Refund of Mandatory Tuition and Fees

### (16-week/Regular Terms Only)

Students who completely withdraw or reduce their credit-hour load (remain enrolled at TJC) by completing the proper forms shall have their tuition and mandatory fees refunded according to the following schedule:

Prior to the first official class day	100%
During the first fifteen class days	70%
From the sixteenth through twentieth class day	25%
After the twentieth class day	0%

Registration fees are non-refundable.

Students who "swap" credit hours (exchange one three-hour course for another three-hour course) may do so without a monetary drop penalty. The even exchange applies only if the course add and drop are completed by your advisor and presented to the registrar at the same time. Additional fees may apply.

Students with financial aid who completely withdraw on or before the 60% point in time of the enrollment period may have a federally required return of Title IV calculation done to determine the amount of money the student will owe to the federal government and/or College.

### Weekend College

The above dates and policy will apply to the Weekend College program regardless of the actual start dates of classes.

### Special Notes

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the Registrar's Office when the drop slip is received and processed by them. Refunds will be applied to outstanding debts owed to TJC. Unpaid student accounts will be turned over to a collection agency. Any cost associated with the collection of outstanding account balances, including reasonable attorney's fees, cost of collection, and court cost incurred in the prosecution of suit, will be paid by the student.

The refund policy is subject to change by the vote of the TJC Board of Trustees or the legislature of the State of Texas.

## Refund of Mandatory Tuition and Fees

### (8-week/Special Terms Only)

Students who completely withdraw or reduce their credit-hour load (remain enrolled at TJC) by completing the proper forms with their academic advisor shall have their tuition and mandatory fees refunded according to the following schedule:

Prior to the first official class day	100%
After classes begin	(see table)

## Drops and Withdrawals

Term Length (weeks)	Last day for Refund	
	70%	25%
2	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16+	15	20

### Example: Three-Week Course

Prior to the first official day of class	100%
During the first through third class days	70%
During the fourth class day	25%
After the fourth class day	0%

## Career Planning

Career Planning helps students become more knowledgeable and empowered regarding their choice of major and career options in relation to their personal strengths and professional goals.

By utilizing various tools for assessment, we help students identify their interests and skills to aid in the selection of a major, determine a career direction, develop career goals and successfully complete college. Career Planning Consultation Sessions are beneficial to all students--as a support during the determination of a major and career outcome, or for the purpose of confirmation.

## Academic Advising and Testing

Academic advising at TJC is a collaborative process among students, staff, and faculty designed to empower students to develop educational plans consistent with their values, interests, and goals through which they become committed to their own success

Students must meet with an Academic Advisor before attempting to register IF they: are First Time in College (FTIC) students; have placement test scores indicating a need for Developmental Education coursework and non-TSI complete status; or are on academic suspension. Students should meet with an academic advisor if they have less than a 2.0 GPA; have reached 45 credit hours and need to confirm final coursework for graduation consideration, or confirm core completion for transfer to a four-year university. Students should also visit with academic advising, their faculty mentor, or the Office of Career Planning if intending to change their major.

Academic advising for each student includes interpretation of test scores, confirmation of selected degree or certificate, development of an educational plan, selection of courses, and assistance with identification of campus

resources. For more information on Academic Advising and Advisor locations to go [www.tjc.edu/advising](http://www.tjc.edu/advising)

Students who desire to transfer to a four-year institution after TJC, should reach out to those institutions of interest 1-2 semesters before completing TJC's degree or certification requirements. This allows additional advising opportunities from those institutions relating to TJC course transfer questions and guidance.

## Testing Services

TJC Testing Services offers the following services to TJC students at both its locations:

- Placement & Admissions Tests
- Exams required for selective admissions programs
- CLEP
- Professional Exams

Some exams like TCFP, TCEQ, ACT Work Keys and exams through Pearson VUE are only offered at TJC West.

The testing center locations are:

### Main Campus Testing Center

Roger's Student Center, 2nd Floor, Room 279  
1327 S. Baxter Avenue, Tyler, TX 75701  
903.510.2617

### TJC West Testing Center

Regional Training and Development Complex (RTDC)  
1530 S. Southwest Loop 323, Tyler, TX 75701  
903.510.2993

Visit [www.tjc.edu/testing](http://www.tjc.edu/testing) for full information on hours, services, practice tests and more.

## Testing/Assessment

### State Testing Requirements

The Texas Success Initiative (TSI\*) was put in place by the Texas legislators to be followed by all public state institutes of higher education. TJC will determine a student's readiness for college-level coursework through a TSI Assessment which may be required of all first-time, entering students. This statute includes students involved in distance education enrolled through TJC. Under no circumstances will the results of any assessment be used as a condition of admission to TJC. (Subject to change by state or College.)

The *Texas Education Code* requires that students who enter Texas public institutions of higher education may have to take a TSI Assessment prior to enrolling for courses. This includes all full-time and part-time students enrolled in a certificate or degree program. Results of the test will be used for course placement only.

*\*In Accordance with HB1224 TSI Placement scores are under review and subject to change.*

### TSI\* Exemptions/Exceptions

The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college

readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(13) of the *Texas Administrative Code*:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
  - a. ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 23 composite and 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
  - b. SAT - According to the Texas Higher Education Coordinating Board:
    - i. SAT administered prior to March 2016: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment; a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
    - ii. SAT administered on or after March 5, 2016: a minimum score of 480 on the Evidence-Based Reading and Writing test shall be exempt for both the reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
    - iii. Mixing or combining from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016, is NOT allowed.
  - c. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
  - d. GED with a minimum score of 165 on the Mathematical Reasoning subject test shall be exempt for mathematics and a minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test shall be exempt for English Language Arts Reading (ELAR).
  - e. HiSET with a minimum score of 15 on the Mathematics subtest shall be exempt for mathematics and a minimum score of 15 on the Reading subtest and a minimum score of 15 on the Writing subtest, including a minimum score of 4 on the essay, shall be exempt for English Language Arts Reading (ELAR).
2. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
3. A student who transfers to an institution from a private or independent institution of higher education and who has

satisfactorily completed college-level coursework as determined by the receiving institution.

4. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
5. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
6. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
7. A student who, on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

An institution may exempt a non-degree-seeking or non-certificate-seeking student.

**ESOL Waiver** – An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated Limited English Proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in *Texas Education Code*, §51.3062(I)(1) and (2) for developmental education still apply.

Any student who has been determined to be exempt in English, Language Arts and Reading and/or Math under subsection A or B of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

*\*In Accordance with HB1224 TSI Placement scores are under review and subject to change.*

## **TSI Pre-Assessment Activity**

If a student is not exempt, he or she must take the TSI Assessment before registering for classes. Before taking the TSI Assessment, a student must complete a TSI Pre-Assessment Activity Module. This activity requires students to answer several questions regarding the assessment process and exposes them to practice questions that will help them prepare for the actual TSI exam. At the completion of this activity, the student must print out his or her Pre-Assessment Activity Completion Certificate. A student will not be allowed to take the TSI Assessment without this certificate.

## **Special Accommodations**

Students with documented disabilities who seek special testing accommodations for the TSI Test are advised to contact the Testing Services Department for information. TJC students with documented disabilities who seek special accommodations for their classroom test should contact Disability Services.

## Credit by Examination

TJC does not award academic credit for work taken on a non-credit basis without appropriate documentation that the non-credit course work is equivalent in student learning outcomes.

Credit will be given for acceptable Advanced Placement scores of the College Board (AP), College-level Examination Program (CLEP – subject exams only), International Baccalaureate Program (IB), and certain specific departmental institutional tests. Students must be concurrently enrolled at TJC and complete a full semester of academic work in the classroom setting. Upon successful completion of any Credit by Exam, a grade of CR will be awarded and will not affect the grade-point average. Please note, once Credit by Exam is posted to the official record, it cannot be unposted or removed.

TJC does not guarantee the transfer of credit awarded through Credit by Exam to other institutions; therefore, those individuals who desire to transfer credit should contact the

institutions of choice for such information. Credit by Exam does not fulfill the full-time student requirement for the College and may not be used to complete semester hour requirements for scholarships at TJC. Credit earned through Credit by Exam may be used to satisfy general education or major coursework requirements for graduation but does not apply toward the requirement that 25 percent of the credits applied to a degree or certificate must be taken through direct instruction at TJC.

There is a \$35 proctoring fee in addition to the cost of each test. There is also a fee for posting credit by examination to college records. For further information about the college-level Credit by Examination Program, contact the TJC Testing Center. For information regarding the acceptable Advanced Placement scores for the College Board, please contact the Office of the Registrar.



# What We Expect

## Responsibility for Admission Requirements

Students are responsible for meeting all admission requirements, including furnishing the necessary transcripts of prior college work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled. TJC reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law, or whose conduct consistently has demonstrated anti-social behavior, can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Students who are denied admission to the College based on this policy may appeal the decision in writing to the Admissions Appeal Committee. The decision of this committee shall be final.

## Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. \* Excessive unexcused absences or an inability to successfully complete the course may result in the professor dropping the student with an "F." See Drop/Withdrawal from Course(s) in this *Catalog* regarding professor-initiated withdrawals.

### Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day provided the student notifies in writing each professor of each class that he/she will miss for a religious holy day prior to the holiday. Each student is responsible for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

### Student Absence Responsibility

Students who will be absent from class due to their participation in a TJC sponsored or approved activity are responsible for informing their professors one week prior to their absence. Official written notification will be provided in advance of the absence by the leader, coach, or advisor of that authorized TJC activity.

Students are responsible for arranging to make up any coursework missed due to absences for any reason. A student who is absent due to an official religious observance or a TJC sponsored or approved activity, and who has appropriately informed the professor prior to the event, is entitled to make

up missed coursework. In other cases, the professor will determine whether or not a student will be allowed to complete makeup work and the time and nature of the makeup work.

### Date of Last Attendance

Date of last attendance, as defined by TJC according to the *Code of Federal Regulations, Title 34, Part 668.22*, includes but is not limited to:

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students
2. Submitting an academic assignment
3. Taking an exam, an interactive tutorial, or computer-assisted instruction
4. Attending a study group that is assigned by the institution
5. Participating in (contributing to) an online discussion about academic matters
6. Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Attendance does not include activities where a student may be present, but not academically engaged, such as:

1. Living in institutional housing
2. Participating in the institution's meal plan
3. Logging into an online class without active participation
4. Participating in academic counseling or advisement

A determination of "academic attendance" or "attendance at an academically-related activity" must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.

*\*Special admission programs may have additional requirements for attendance/withdrawal. Please consult with the department chair for specifics.*

## Acceptable Forms of Identification

Prospective or former students requiring services from TJC must present a valid form of ID with an identifiable photo. An individual must present one of the following options to the office they are requesting services from:

- Texas Driver License (DL) or Texas Identification Card (ID)
- Temporary receipt for a Texas DL or ID
- DL or ID issued by another U.S. state, U.S. territory, the District of Columbia, or Canadian province
- U.S. Passport book or Passport card
- U.S. Citizenship Certificate or Certificate of Naturalization
- U.S. Citizen Identification Card
- Permanent Resident Card
- Foreign Passport, Visa
- U.S. Military ID card for active duty, reserve, or retired personnel
- Current Student ID from any College/University or High School



- Identification Letter “School or Notarized Identification Letter for Individuals Without Photo ID” for High School students that do not have DL or Student ID. This form is available at the TJC Testing Center.

Current students requiring services from TJC must present a valid form of ID with an identifiable photo. An individual must present one of the following options to the office they are requesting services from:

- Current TJC or government issued photo ID
- Temporary receipt for a current TJC or government issued photo ID

*Note: Additional information may be required for transactions involving the following areas: Higher One, Testing, Cashier's Office.*

## Classification, Load and Numbering

### Student Classification

The student's classification is based on cumulative college semester hours passed (not counting hours currently enrolled). A student is classified as follows:

<b>Freshman</b>	Less than 30 semester credit hours
<b>Sophomore</b>	30-72 semester credit hours
<b>Unclassified</b>	More than 72 semester credit hours; no associate degree or above earned

<b>Associate Degree</b>	Previously earned an associate degree
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<b>Baccalaureate or above</b>	Previously earned a degree of baccalaureate or above
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<b>Third Year Bachelor</b>	A student in the third year of a Bachelor's of program
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<b>Fourth Year Bachelor</b>	A student in the fourth year of a Bachelor's program
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#### Part-time

Enrolled in fewer than 12 semester hours in a long semester or fewer than 6 hours in a summer term

#### Full-time

Enrolled in a minimum of 12 semester hours in a long semester or 6 semester hours in a summer term

### Student Load

A student may enroll in one or more courses. The minimum credit hour load to be considered a full-time student is 12 semester hours during a Fall or Spring semester or 6 semester hours during a regular summer session. Students desiring to take more than 19 hours per semester are required to present an outstanding record on courses already completed and obtain the permission of the Registrar for the overload.

Student loads by term are as follows:

	Part-Time	Full-Time	Maximum without approval	Maximum with approval
Fall or Spring	Less than 12 semester credit hours	12 or more semester credit hours	19 semester credit hours	22 semester credit hours
Winter	Less than 3 semester credit hours	3 semester credit hours	3 semester credit hours	6 semester credit hours
May	Less than 3 semester credit hours	3 semester credit hours	3 semester credit hours	6 semester credit hours
Summer I*	Less than 6 semester credit hours	6 or more semester credit hours	8 semester credit hours	9 semester credit hours**
Summer II*	Less than 6 semester credit hours	6 or more semester credit hours	8 semester credit hours	9 semester credit hours
Mid-Summer*	Less than 6 semester credit hours	6 or more semester credit hours	8 semester credit hours	9 semester credit hours

\*The combined maximum load for all summer terms may not exceed 16 semester credit hours.

\*\*Overloads of up to 12 semester credit hours may be considered for Summer Long coursework.

#### Long format term overloads (Fall, Spring, Long Summer):

Academically superior students with a 3.0 or higher cumulative grade point average and an academic record that reflects successful full-time enrollment may file an appeal to take additional credits. Petitions for Overload are filed with and approved by the Registrar.

#### Short format term overloads (Winter, May, Summer I, Summer II, Mid-Summer):

Academically superior students with a 3.0 or higher cumulative grade point average and an academic record that reflects successful enrollment in a prior short format term may file an appeal to take additional credits. Petitions for Overload are filed with and approved by the Registrar.

#### Exceptions to student load:

Students enrolled in approved programs will be permitted to take coursework designated in their respective curriculum sequence for their program without additional approvals. For more information regarding approved programs, please contact the Office of the Registrar.

### Course Numbering

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this *Catalog* which are developmental have four-digit numbers; the first number is a “0.”

TJC has joined the Texas Common Course Numbering System Consortium approved by the Texas Association of

Collegiate Registrars and Admissions Officers and the Texas Higher Education Coordinating Board. This number system was developed for the purpose of facilitating the transfer of general academic courses.

- The four-letter prefix will be used to identify subject areas.
- The four-digit numbers will be used as follows:
  - First digit – to identify level (0 = developmental, 1 = freshman, 2 = sophomore, 3 = junior, 4 = senior)
  - Second digit – to identify credit-hour value
  - Third and fourth digits – to establish course sequence

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of lecture hours each week, while the second number gives the number of laboratory hours each week. For example, the notation (3-2) indicates that a course has three hours of lecture and two hours of laboratory weekly.

## Drop/Withdrawal

### Drop/Withdrawal from Course(s)

#### Student-Initiated

A student may initiate a drop from a course or withdrawal from the College in Apache Access or by visiting the Office of the Registrar, Apache Enrollment Center or Academic Advising. Before dropping, it is strongly recommended the student discuss their course progress with their instructor. Students should be aware that dropping a course may affect the status of scholarships, financial aid or on-campus housing. If a student is on hold, they must contact the Registrar's Office to be dropped.

#### Limitations on Number of Courses that May Be Dropped (TEC 51.907)

A student shall not be permitted to drop more than six courses taken while enrolled at TJC or another public institution of higher education. For this limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
3. The death of a person who is either considered to be a member of the student's family or is otherwise considered to have a sufficiently close relationship to the student, as defined below, that the person's death is considered to be a showing of good cause;

4. The active duty service as a member of the Texas National Guard or the Armed Forces of the United States of either the student or a person who is considered to be a member of the student's family or a person who is otherwise considered to have a sufficiently close relationship to the student, as described below;

5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or

6. Other good cause as determined by the institution.

Drops for good cause as referenced above must be initiated in the office of the Registrar.

Additionally, a student shall be permitted a total of more than six dropped courses if the enrollment is for a student who qualifies for a seventh course enrollment, because the student:

1. Has reenrolled at the institution following a break in enrollment from the institution or another institution of higher education covering at least the 24-month period preceding the first class day of the initial semester or other academic term of the student's reenrollment; and
2. Successfully completed at least 50 semester credit hours of coursework at an institution of higher education before that break in enrollment.

#### Professor-Initiated

Faculty may drop students from a course if, in the judgement of the professor, the student cannot complete the course successfully or for disciplinary reasons, including but not limited to academic dishonesty.

#### Reinstatements

A student who has been withdrawn from a course may be reinstated only with the approval of the professor and department chair. The student must initiate the reinstatement within seven calendar days of the official withdrawal date.

## Academic Standing

### Academic Standing

When a student's cumulative TJC academic record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on academic probation. Students who choose to transfer to TJC on academic probation from a previous institution will be evaluated on the same criteria as TJC students.

Academic status levels are defined as follows:

Good Standing – Students are considered to be in good standing when they maintain a cumulative TJC grade-point average (GPA) of 2.0 or higher.

Academic Probation – A student who fails to maintain a cumulative TJC GPA of 2.0 or higher is placed on academic probation. The student may continue to enroll while on probation but is limited to no more than 13 semester hours without prior approval.

Suspension – Students on academic probation who do not earn a semester GPA of 2.0 or higher in the next semester of enrollment will be placed on academic suspension.

Students may not be eligible for enrollment at TJC for the period listed below based on their academic standing. Students who wish to appeal this period must make petition to the Academic Suspension Appeals Committee.

First Academic Suspension: one regular semester (Fall/Spring) or one full summer (Summer I and II).

Second Academic Suspension: one academic year.

Petitions for readmission to the College following the first and second suspensions may be obtained from and returned to the Registrar's Office. The completed petitions will be reviewed by the Academic Suspension Appeals Committee to consider the student for continued enrollment.

Third Academic Suspension: If a student is placed on academic suspension a third time, he/she may not enroll indefinitely.

One academic year must pass from the time of suspension before a request of readmission can be submitted to the Academic Suspension Appeals Committee.

## Academic Integrity

As a premier learning-centered higher education institution, TJC is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community. Students attending TJC are responsible for adhering to this principle.

A list of violations of academic integrity is included in the Student Code of Conduct found in the [Student Handbook](#). Student grievances relating to probation or dismissal from a program due to academic integrity issues will follow [FLD \(Regulation\)](#) found in the [Board Policy Manual](#).

## Faculty Initiated Academic Integrity Action

It is the responsibility and prerogative of the faculty member to make an initial determination regarding the extent and severity of an academic integrity violation. If the instructor believes that the student violated the Student Code of Conduct:

1. The faculty member will discuss the violation with the student.
2. The faculty member may report the incident to the Student Conduct Coordinator who will maintain a record of the event.

The Student Conduct Coordinator, in consultation with other administrators and taking into consideration any previous violations reported, may determine that additional sanction(s) against the student are warranted. In this event, the Disciplinary Procedures outlined in the [Student Handbook](#) will be followed.

# Grades

## Grade Forgiveness Policy

A student may repeat a course they have previously taken at TJC for the purposes of improving their original grade.

Only the semester credit hours and quality points from the highest grade will be used in calculating the grade-point average. The repeated course with the lower grade is marked as excluded on the student's official record in earned hours. All course attempts are recorded on the student's permanent record/transcript. Receipt of a higher grade in a subsequent semester does not alter the student's academic standing in the semester when the original grades were earned.

Major topic courses which are required to repeat for certain majors are exempt from this policy.

## Grades and Reports

The standing of the student in each course is determined by class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Final grades for each class are posted on Apache Access, the TJC web portal for students. Grades are not mailed. To check grades, log into Apache Access: [TJC Apache Access](#)

For course grade complaints, please review the Grievance Procedures found in this Catalog, [Student Handbook](#) and at [tjc.edu](#).

## Course Progress

Student course-level grade information is available throughout the semester in Canvas gradebook. Students should use the Canvas gradebook as an indication of their academic progress. Students should refer any grading or course performance questions to their instructor.

## Academic Fresh Start

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment.

For admission requirements, students must list all previous colleges attended. Students who wish to apply for "Academic Fresh Start" must complete forms in the Academic Advising Office. When students apply for "Academic Fresh Start," all credit 10 or more years old will not be used for admission.

## Grading System

- A** 4 grade points per semester hour, an EXCELLENT performance
- B** 3 grade points per semester hour, a GOOD performance
- C** 2 grade points per semester hour, an AVERAGE performance
- D** 1 grade point per semester hour, a POOR performance, but a passing grade
- F** 0 grade points per semester hour, a FAILING performance
- I** 0 grade points, INCOMPLETE due to illness, unavoidable circumstances, or medical necessity must be completed within 30 calendar days after the beginning of the following long semester (Fall/Spring), or grade will be F
- W** 0 grade points, WITHDRAWN from course without failing, prior to the drop deadline. Drop deadlines are posted in the academic calendar for long semesters, 8-week, 12-week and summer terms.
- CR** Credit by Examination or Advanced Placement; Credit by Articulation Agreement
- WL** Means a "good cause drop."

A "D" after a letter grade denotes a developmental course grade. A "T" after the letter grade denotes a transfer course grade.

All courses used to meet TSI requirements must be completed with a grade of D or better.

## Dean's and President's List

Dean's and Presidential Honors lists will be compiled based on the student's semester grade point average (SGPA). Developmental courses will not be considered when calculating the GPA. In addition, the program will evaluate each record to ensure that only students enrolled in at least 12 semester hours of college-level courses are considered. To qualify for President's List, recipients must have a 4.0 GPA. To qualify for Dean's list, recipients must have a minimum 3.3 GPA. Dean's List and President's List are initiated at the end of each semester by the Registrar's office.

## Graduating with Honors

To graduate with honors, a student must complete all required courses of his/her appropriate degree. Grade-point average is based on all accumulated coursework of college-level courses (1000 or above) attempted.

- Summa Cum Laude (Highest Honors):  
4.0 grade-point average
- Magna Cum Laude (High Honors):  
3.6 grade-point average
- Laude (Honors):  
3.3 grade-point average

## Transferring Credits

### Transfer Credit

All credits taken at a college or university will be evaluated for credit toward a degree at TJC. Consideration will be given or comparability of coursework and applicability of

that coursework to a TJC degree or certificate program. Credit will be transferred if:

1. An official transcript is received before the end of the student's first academic semester of enrollment.
2. Credit for courses in which a passing grade has been earned may be transferred to TJC from colleges and universities.
3. The College will consider coursework completed at colleges and universities outside the U.S. on an individual basis.
4. To complete the transcript evaluation process, the student may be required to document course learning outcomes from previous institutions.

## Military Credit

### Credit for Military Training

TJC will evaluate course credit toward a degree offered by the institution for the student's completion of certain military training. The following conditions must be met:

1. An official military record must be presented to the institution by the student that describes the substance of the training completed by the student and verifies the student's successful completion of that training; and
2. The substance of that training satisfies the purpose of the course for which the student seeks credit as described in the institution's course catalog

### Credit for Military Service

TJC shall award to a student who is admitted to the institution course credit for all physical education courses required by the institution for an undergraduate degree and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student's degree program for courses outside of the student's major. Course credits are available to Veterans who have met the following requirements:

1. Graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the U.S. Department of Defense.
2. Honorably discharged former member of the Armed Forces of the United States.
3. Completed at least two years of service in the Armed Forces or was discharged because of disability.

The awarding of credit is irrevocable (i.e., cannot be removed from transcript once awarded). Therefore, in deciding whether to claim this credit, students should consult with an academic advisor to verify if their degree plan allows for elective credits and how many should be applied. Students should also verify how posted credits may affect grants or scholarships.

A request to post credits will be processed in the Registrar's Office.

Credit from accredited institutions such as the Community College of the Air Force are not reviewed under this policy. Such credits are assessed per standard transfer credit policies and procedures.

## Transfer Out of Lower-Division Coursework

Students planning on transferring should be aware that Texas public institutions have the following requirements and limitations on transfer of credit, core curriculum and field of study curricula:

### Core Curriculum

- If a student successfully completes the 42 semester credit hour core curriculum at a Texas public institution of higher education, that block of courses must be substituted in transfer to any other Texas public institution of higher education for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution.

- A student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution must receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the core curriculum of the receiving institution.

### Field of Study

- If a student successfully completes a field of study curriculum developed by the Coordinating Board, that block of courses must be substituted in transfer to a general academic teaching institution for that institution's lower-division requirements for the degree program for the field of study into which the student transfers, and the student must receive full academic credit toward the degree program for the block of courses transferred.

- A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution must receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the field of study curriculum of the receiving institution.

### General Considerations

- All institutions of higher education must accept transfer of credit for successfully completed courses identified as substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that degree program.
- Institutions shall be required to accept in transfer into a baccalaureate degree program the number of lower-division semester credit hours (SCH) in the program which are required for their non-transfer students in that program; however,
  - o No institution shall be required to accept in transfer more semester credit hours in the major area of a degree program than the number set out in any applicable Board-approved field of study curriculum for that program.

- o In any degree program for which there is no Board-approved field of study curriculum, no institution shall be required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major.

- o No institution of higher education shall be required to accept in transfer, or apply toward a degree program, more than sixty-six (66) semester credit hours of lower-division academic credit. Institutions of higher education, however, may choose to accept additional semester credit hours.

- An institution of higher education may deny the transfer of credit in courses with a grade of "D" as applicable to the student's field of study curriculum courses, core curriculum courses, or major.

It is strongly recommended that students with plans to transfer coordinate with their TJC advisor and with their planned transfer institution frequently to make sure courses taken at the lower-division will transfer into the student's desired program of study.

## Transfer Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course must be listed in THECB General *Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

### TAC Title 19, Part 1, Chapter 4, Subchapter B, Rule 4.27

- a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
  1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
  2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
  3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course *Catalogs*.

- d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the *Texas Education Code*.
- e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

## Reverse Transfer Graduation

Students who have completed 25 percent of a degree program at TJC may transfer coursework back from college or university credits to complete their degree requirements. These students must furnish TJC with official transcript(s) for review from the college or university they have attended and complete the online graduation confirmation form. Transcripts will be reviewed to assure that course outcomes are comparable to those courses at TJC for which the student is seeking credit.

# Records

## Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, TJC will not release personally identifiable data from student records to other than a specified list of exceptions without the written consent of the student. A release of information to parents requires the student's written consent if there is no proof of dependency on file.

In compliance with the *Family Educational Rights and Privacy Act of 1974* (PL-93-380), as amended, the following information is provided concerning student records maintained by TJC; and upon request, this act is available for review in the Registrar's Office.

Areas in which student records are maintained:

1. Academic records: Registrar's Office, Continuing Education Office and faculty offices
2. Placement and testing records: Registrar's Office and Testing Center
3. Financial records: Business Services Office and Financial Aid Office
4. Medical records: UT Health East Texas Campus Clinic

## Records Retention

Records submitted to TJC such as official transcripts and test scores, without official admission to the College, will be retained for 1 academic year. Upon the conclusion of the academic year, all information will be destroyed. Students who apply to TJC and do not enroll within 1 academic year of acceptance must make reapplication to the College and submit all official records.

## Review of Record

Access to records may be requested on a form available from the official in charge of the particular record.

## Parental Notification Policy in Higher Education

The *Higher Education Reauthorization Act of 1998* amended the [Family Educational Rights and Privacy Act \(FERPA\)](#) to permit a college, without a student's consent, to disclose to parents or legal guardians of students under age 21 information regarding:

- Any criminal or school policy violation involving alcohol or drugs.
- The final results of disciplinary proceedings against a student charged and found responsible for a violent crime as identified in the [Student Handbook](#).

In addition, colleges are allowed to disclose to federal law enforcement officials and parents of dependent students' education records without the student's consent. Thus, within the structure of this policy, TJC reserves the right to implement all parts of the policy applicable by law.

## Family Education Rights and Privacy Act

### Directory Information

In compliance with the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), TJC protects the personally identifiable information of students. In accordance with the act (PL 93-380, section 513), as amended, and (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

TJC hereby designates the following student information as public or "Directory Information": Name and address, Major field of study at TJC, Dates of attendance, Most recent previous educational institution attended, Classification, Degrees, certifications and awards received, Date of graduation, E-mail address, Photographs, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Enrollment status (e.g., undergraduate or graduate; full-time or part-time).

A student may request that the above "Directory Information" be withheld from the public by making written request to the Registrar's Office. Unless a request is filed, information may be released upon inquiry at the discretion of the institution. Once a student files a request to withhold directory information, the request will remain on file until the student refiles to stop the request. TJC assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

The *Family Educational Rights and Privacy Act* also provides that in addition to TJC employees having a "legitimate educational interest," certain other governmental, quasi-governmental agencies and parents certifying that a student is carried as a dependent for federal income tax purposes may have access to student records. Parents may certify by completing a form and attaching a photocopy of their federal income tax form each filing year. For more information, contact the Registrar's Office.

## Written Proof of Dependency

Under the Family Education Rights and Privacy Act (FERPA), TJC is permitted to disclose information from a student's educational records to the parent(s), if the parent(s) claim the student as a dependent for federal tax purposes. A statement of dependency must be on file with the Registrar's Office showing consent of the student and proof of dependency for the parent. Parental disclosure is limited to the items released by the student to the parent.

## Solomon Amendment

Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older.

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of "student recruiting information," which exceeds the scope of TJC's FERPA directory information list.

In addition to the records already designated as Directory information at TJC, Solomon Information adds these additional fields:

1. Telephone
2. Age/Date of birth
3. Place of birth

If the student has submitted a written request through the Registrar's Office to restrict the release of his/her Directory Information, then no information from the student's education record will be released under the Solomon Amendment.

## Informed Consent

Student records will be examined by TJC and authorized subcontractors in the process of compiling reports required by state agencies, the federal government and accrediting bodies and in conducting research for the purpose of program planning, management and evaluation. Data in all reports and research findings are aggregated to the program, special populations or institutional level. No personally identifiable information will be published nor will reports and studies be formatted in any way to permit disaggregation to the individual level by TJC or its authorized subcontractors. Unless a student notified TJC in writing of a desire to prevent examination of his/her records, the student's signature on the admissions application and/or readmission form shall be construed as consent to administrative and research uses of

his/her records under the protections named above. No person will be denied service because he/she asks that his/her records be excluded from the process of compiling reports and conducting administrative research.

## Change of Name or Address

### Name Changes

Note: changes to nicknames, reversing legal first and middle names, replacing middle with maiden name, etc., cannot be allowed. The College must keep the correct legal name in the file in order to keep accurate records. Any name change request other than by change in marital status must be accompanied by a signed court order.

In order to change a name or make a name correction, the student will need to come in person to the Registrar's Office. You will need to bring a valid Driver's License or U.S. Passport reflecting the current name, along with the following documents\*:

- Original Marriage License (from the county, not a church)
- Original Divorce Decree
- Original Birth Certificate

*\*Multiple documents may be required to prove identity in the event that a person has had more than one name change since the last record on file.*

### Change of Address

In order to change or correct your personal email, mailing or permanent residence address, please visit [tjc.edu/changeofaddress](http://tjc.edu/changeofaddress).

## Drug-Free Campus Statement/Zero Tolerance Policy

TJC is in accordance with the *Drug-Free Schools and Communities Act Amendment of 1989*, which requires that a clear statement regarding the consequences of drug use and abuse, along with information about sources of available assistance, be made available to every student and employee. The [Student Handbook](#) contains a clear policy on zero tolerance and detailed information about emotional, medical and legal consequences of drug use and abuse.

Relatedly, zero tolerance means any student found responsible for on- or off-campus use, possession or distribution of controlled substances will receive legal college disciplinary action, which could result in suspension or expulsion from the College. Additional information regarding this policy or programs for students with substance abuse programs is available in the [Student Handbook](#).



# How We Help You

## Financial Aid

### Steps for Financial Aid Processing Each Year

Complete a *Free Application for Federal Student Aid (FAFSA)*. List Tyler Junior College as the school you plan to attend (Title IV School Code 003648).

1. You (the student) will receive a Student Aid Report (SAR) in approximately one to three days.
2. Complete the Apache Access "First Step in TJC Financial Aid" process as instructed on your FAFSA response email, which you will receive once TJC downloads your FAFSA.
3. Turn in student requirements as indicated by a yellow box on Apache Access "Student Requirements" line on the Financial Aid Traffic Lights page.
4. Transfer Students: Students who have attended other schools will be required to furnish an official transcript from the previous college, trade or technical school to the Admissions Office. You must also add TJC's Title IV school code listed above to your FAFSA if you have not already included it. The date that this FAFSA is processed is considered your FAFSA application date for TJC.
5. Ability to Benefit: Students who have not graduated from high school nor completed their GED may qualify for financial aid under the Ability to Benefit regulations through a partnership with Literacy Council of Tyler (LCOT). For more information, please contact the Director, Financial Aid and Enrollment Support Services.

### Deadline

Financial aid, for students who complete financial aid student requirements by June 1, will be available for the Fall semester. Students who complete them after June 1 will be processed as soon as possible, and these students will be responsible for paying their college costs out-of-pocket. The Spring semester deadline to complete student requirements for new financial aid applicants is December 1. Financial aid cannot be awarded until all student requirements are complete.

### Financial Aid Offered

TJC participates in the following federal programs:

- Federal Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- College Work-Study (FWS) (not offered in Summer terms)
- Federal Direct Loan Program

TJC participates in the following state programs:

- Texas Public Educational Grant (TPEG)
- Texas Educational Opportunity Grant (TEOG)
- Texas Work-Study

### Financial Aid Particulars

Students may apply for financial aid before being admitted to TJC. However, the awarding of aid and access to the financial aid page in Apache Access is contingent upon

acceptance for admission. Funding not used to pay tuition and fees, books, or room and board charges will be refunded to the student. Financial aid refunds generally begin 45 days after classes begin and are generally processed on a weekly basis. Students are responsible for monitoring the Apache Access Financial Aid page "Refund" traffic light to know when their refund has been processed.

Students and, for dependent students only, parents may also be required to submit a signed copy of their federal income tax return and/or W2(s) for the FAFSA year.

Course Load Requirements—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Direct Loans), students must maintain enrollment in a degree or certificate program and at the appropriate enrollment level (see program specific details below). Students who attend TJC only in the summer session may not be eligible for financial aid. Contact the Apache Enrollment Center for details.

Students may receive financial aid from only one institution per semester per federal regulations. Contact the Apache Enrollment Center for detailed information about any program and deadlines for applying.

### Grants

#### Federal Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and complete a *Free Application for Federal Student Aid (FAFSA)* annually, have received a high school diploma recognized by the student's home state or a GED, and be deemed eligible by the Department of Education, based on their income. A student must be making satisfactory academic progress toward his/her educational goal. Pell Grant students enrolled in less than 6 hours are funded at less than 1/2 -time status, 6-8 hours will be funded at 1/2-time status, 9-11 hours at 3/4-time status, and 12 or more hours at full-time status. Courses used in the credit hours to determine financial aid funding MUST be required for the degree plan of the declared major.

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled in at least six credit hours. Courses used in the credit hours to determine financial aid funding MUST be required for the degree plan of the declared major. Priority is given to students with the greatest unmet financial need. Funding is limited.

#### Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported college. This grant is available to students enrolled in at least 6 credit hours. Students must meet satisfactory academic progress



requirements. Funding is limited. Certain EFC (from FAFSA) requirements must be met. TPEG students enrolled in less than 6 hours are not eligible for the award, 6-11 hours will be funded at 50% of the award, and 12 or more hours are eligible for the full award. Check with the Apache Enrollment Center for details.

### **Texas Educational Opportunity Grant (TEOG)**

The TEOG grant program provides assistance for eligible undergraduate students who meet all of the eligibility requirements. Students must meet satisfactory academic progress requirements and be enrolled in at least 6 hours. Funding is limited. Certain EFC from (FAFSA) requirements must be met. Check with the Apache Enrollment Center for details.

## **Loans**

### **Federal Direct Loans**

Federal Direct Student Loans from the Department of Education will be offered to students in their award package. Students must accept the award in order to receive the loan funding for the year. The 2020-21 interest rate on Direct Student Loans was 2.75 percent for the Federal Direct Subsidized Loans and Federal Direct Unsubsidized Loans.

Repayment on Federal Direct Student Loans begins six months after the student is no longer enrolled on at least a half-time basis. There is a \$50 minimum monthly repayment and a maximum ten-year repayment period for these loans.

In accordance with federal guidelines, all students must complete entrance loan counseling and a master promissory note prior to disbursement of the funds. Additionally, students are also required to complete exit loan counseling prior to graduating or exiting the institution. Both entrance and exit counseling can be completed online at [www.studentloans.gov](http://www.studentloans.gov).

Federal Direct loans are available to students enrolled in at least 6 credit hours. Courses used in the credit hours to determine financial aid funding MUST be required for the degree plan of the declared major.

Contact the Apache Enrollment Center for details.

### **Federal Direct PLUS Loans for Parents of Students**

Parents of a dependent undergraduate student may borrow funds under this loan program on behalf of the student. Parents can borrow up to the cost of education minus other financial aid the student receives. Parents must have a good credit history to qualify. The interest rate for the 2020-21 PLUS was a fixed interest rate of 5.30%. Payments begin within sixty (60) days from the date of full disbursement, with a \$50 minimum payment per month. Parents must submit a Parent PLUS Application completed at [www.studentloans.gov](http://www.studentloans.gov).

### **Request for Tuition Payment Agreement (subject to availability)**

TJC has established a Tuition Payment Agreement program to meet emergency needs of students who qualify for financial aid but have not been awarded yet. Students must have completed all financial aid student requirements and complete the agreement form. Contact the Apache Enrollment Center for more information.

Tuition Payment Agreements are not available until late July for the Fall semester and early December for the Spring semester. In general, Tuition Payment Agreements are not offered for the summer terms. Failure to pay or get a Tuition Payment Agreements on or before the due date will result in your complete schedule being dropped for non-payment.

Tuition and fees for students with an approved Tuition Payment Agreement are due and payable in full on or before the established due date each term. Any type of credit from financial aid, scholarships or other sources applied to the account prior to the due date will be used toward payment of tuition and fees. Students are responsible for paying any tuition, fees, room, or board by the appropriate due dates.

Once the Tuition Payment Agreement has been granted and applied to the account, the student is responsible for full payment of the tuition and fee balance unless a complete withdrawal form is completed and processed by the Registrar's Office prior to the first official day of class.

Please note that unpaid accounts will:

1. PROHIBIT ANY FUTURE REGISTRATION AT TJC,
2. CAUSE ACADEMIC TRANSCRIPTS TO BE WITHHELD FROM RELEASE,
3. RESULT IN A FEE OF \$30 BEING ADDED TO YOUR DEBT, and
4. POSSIBLY BE TURNED OVER TO AN AGENCY FOR COLLECTION.

## **Satisfactory Academic Progress Requirement**

Students who receive financial aid are required to meet satisfactory academic progress as defined by Tyler Junior College. For a detailed description of the requirements see the [Financial Aid Handbook](#).

All inquiries regarding financial aid should be emailed to [aec@tjc.edu](mailto:aec@tjc.edu).

## **Employment**

### **College Work-Study (CWS)**

The College Work-Study program provides part-time employment for students with financial need who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students can apply online for a work-study position by going to [www.tjc.edu/jobs](http://www.tjc.edu/jobs) and clicking on STUDENT JOBS. A list of campus programs that typically hire students is available in the Human Resources office and at [www.tjc.edu/jobs](http://www.tjc.edu/jobs). Students must be 18 years of age or older; have a high school diploma or GED certificate; be enrolled at least half-time and maintain a 2.0 total GPA. Candidates must not hold an associate's degree or higher. Funding is provided by federal and state sources. There is a limited number of off-campus positions available in cooperation with non-profit organizations.

### **Student Employment**

Part-time employment for students is available on campus. An applicant for student employment must be age 18 or older, have a high school diploma or GED, be a currently-enrolled student of the College, maintain a ½ load student

status (6 hours per fall and spring semester; 3 hours per summer session) and must not hold an associate or higher degree.

A list of campus programs that typically hire students is available in the Human Resources office. Apply online at <https://tjc.csod.com/ats/careersite/search.aspx?site=1&c=tjc>.

### **Off-Campus Employment**

For those seeking off-campus employment, please contact Career Planning for assistance with Apache Jobs, an online job database of part-time and full-time employment opportunities in the Tyler community and surrounding area.

## **Assistive and Rehabilitation Program**

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact:

Texas Workforce Commission – Vocational Rehabilitation  
3800 Paluxy, Suite 325  
Tyler, TX 75703  
Telephone: 903-534-2070

## **Bureau of Indian Affairs**

The Bureau of Indian Affairs offers educational benefits to American Indian students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility:

Bureau of Indian Affairs  
P.O. Box 368  
Anadarko, OK 73005  
Telephone: 405-247-6673

## **Tuition Exemption Program**

In addition to the scholarships, grants, loans and employment opportunities already mentioned, the State of Texas offers a number of exemptions from tuition and fee charges. Tuition exemptions may not be used to pay prior enrollment charges. Eligible Exemptions and Waivers are as follows:

### **Tuition Exemptions**

1. Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition.
2. Exemption of highest ranking graduate of accredited high schools from payment of tuition for two semesters.
3. Exemption of deaf or blind students from payment of tuition and fees.
4. Exemption of children of disabled Firemen, children of disabled Peace Officers, children of disabled employees of the Texas Department of Corrections and children of disabled Game Wardens from payment of tuition and fees.
5. Exemption of tuition and lab fees for Firemen enrolled in Fire Science courses and Peace Officers enrolled in Criminal Justice courses. (Letter required from employer each semester enrolled. Courses must be in the fire

protection/criminal justice program respectively to qualify.)

6. Exemption of tuition and fees for children in foster or other residential care.
7. Exemption from payment of tuition only, up to \$500, for Clinical Preceptors and their children. An application must be submitted each semester this exemption is used.

For more information about tuition exemptions and waivers, visit the Texas Higher Education Coordinating Board website, "College for All Texans," at [www.collegeforalltexas.com](http://www.collegeforalltexas.com).

### **Tuition Waiver Codes**

1. Application of resident rather than non-resident tuition to military personnel and dependents.
2. Application of resident rather than non-resident tuition to teachers and professors of Texas state institutions of higher education, their spouse and children.
3. Application of resident rather than non-resident tuition to a teaching or research assistant, provided student is employed at least one-half time in a position which relates to his/her degree.
4. Application of resident rather than non-resident tuition to a non-resident holding a Competitive Academic Scholarship of at least \$1,000 for the academic year or summer for which he/she is enrolled.
5. (54.062) Payment of lowered tuition rate due to concurrent enrollment in more than one public institution of higher education in Texas. Student must register at TJC first in less than three semester hours.
6. Application of resident rather than non-resident tuition for a Mexican national attending a General Academic Teaching institution who shows financial need.
7. Application of resident rather than non-resident tuition for a Mexican national attending a public institution of higher education in Texas as part of the state's student exchange program.
8. Application of resident rather than non-resident tuition for an individual or a member of his family located in Texas as an employee of a business or organization that became established in this state as a part of the program of state economic development and diversification.
9. Application of resident rather than non-resident tuition for an individual who is a non-resident alien, who otherwise meets residency requirements, who is living in the United States or on a visa which the U.S. Department of Justice has determined will allow the holder to establish a domicile in the United States. (As of the printing of this publication, only individuals having visa classifications of A-1, A-2, G-1, G-3, G-4 and K and those classified by the Immigration and Naturalization Service as Refugees and Asylees are eligible.)
10. Competitive Academic Scholarship Recipients: Certain students receiving competitive academic scholarships may be exempted from paying non-resident tuition rates. (See Rules and Regulations Residence Status published by the Texas Higher Education Coordinating Board.)

All of the above categories are subject to change by the legislature of the State of Texas. Effective Fall 2014, Senate

Bill 1210 (83<sup>rd</sup> Texas Legislature, Regular Session) adds a grade-point average requirement for persons to receive continuation awards through exemption programs. The Bill also establishes a limit to the total number of hours, cumulative, that a student may take and continue to receive awards through these exemption programs.

### **\$1,000 Tuition Rebate**

\$1,000.00 tuition rebates are available during the senior year for students who are enrolled in a Texas public institution of higher education beginning in the Fall of 1997 or thereafter, and complete a baccalaureate degree. Students must be Texas residents and complete all of their coursework in Texas public institutions of higher education and must have paid resident tuition at all times. They must have attempted no more than three hours over the minimum number of semester hours required to complete a baccalaureate degree. This degree must be completed under the institutional *Catalog* from which the student is eligible to graduate.

### **Veterans Affairs**

TJC is approved for Veterans training. Consult the College Veterans Affairs Office located in the White Administrative Services Center for information and assistance. The student may apply for Veterans Benefits online at [www.gibill.va.gov](http://www.gibill.va.gov) or visit the online Veterans page at [www.tjc.edu/veterans](http://www.tjc.edu/veterans).

### **Hazlewood**

The Hazlewood Act provides qualified Veterans, spouses, and their children with an education benefit of up to 150 hours of tuition and fee exemptions at state supported colleges or universities. See

<https://www.tvc.texas.gov/education/hazlewood-act/>

#### **Eligibility:**

A Veteran must:

9. At the time of entry into active duty in the U.S. Armed Forces,
  - Have designated Texas as Home of Record,
  - Or entered the service in Texas,
  - Or was a Texas resident;
10. Have received an honorable discharge or separation or a general discharge under honorable conditions as indicated on the Veteran's Certificate of Release or Discharge from Active Duty (DD Form 214);
11. Served at least 181 days of active duty service (excluding training);
12. Currently reside in Texas;
13. Have no federal Veteran's education benefits, or have no federal Veteran's education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31) for term or semester enrolled that do not exceed the value of Hazlewood benefits;
14. Not be in default on a student loan made or guaranteed by the State of Texas;
15. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its cost), unless the college's governing board has ruled to let Veterans receive the benefit while taking non-funded courses; and

16. Meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours.

For more information, contact the Veterans Affairs Office located in the White Administrative Services Center, phone 903-510-3750, email [veterans@tjc.edu](mailto:veterans@tjc.edu).

## **Scholarships**

Scholarships may be funded through various annual gifts or endowments established through the Tyler Junior College Foundation. For information concerning the establishment of new scholarships, please contact the Tyler Junior College Foundation at [www.tjc.edu/foundation](http://www.tjc.edu/foundation).

Annual and endowed scholarships are available to those who qualify. The amount and number of these awards will vary each year depending on funding levels. Generally, to receive consideration for scholarships, applicants must be planning to enroll in a minimum of 12 semester credit hours each semester (Fall and Spring) or be accepted into a health professions program.

Scholarships are not available during the summer or winter sessions. Some scholarships are need-based and require completion of the *Free Application for Federal Student Aid (FAFSA)*. In all instances where the student's need is met with federal or state funds, any scholarships awarded may be adjusted to meet federal/state audit guidelines.

Submitting the TJC scholarship application will allow students to be considered for most scholarships offered by the College. Exceptions include Fine and Performing Arts Scholarships and Athletic Scholarships. Based on the information provided in the scholarship application, the student will be considered for every scholarship for which he or she qualifies.

Go online to [www.tjc.edu/scholarships](http://www.tjc.edu/scholarships) for additional information regarding eligibility or to submit an application. The priority deadline is March 1<sup>st</sup> for the following academic year.

### **Presidential Honors Scholarship**

These scholarships are awarded to incoming freshmen whose applications demonstrate academic excellence, leadership, extracurricular or community involvement and who meet at least ONE of the two following criteria:

1. Rank in the top ten percent of their high school class at the completion of their junior year;
2. Demonstrate college readiness as defined through the Texas Success Initiative;
3. Achieve at least a 3.5 unweighted high school GPA AND meet one of the following ACT or SAT test scores:
  - a. ACT – Composite score of 26 or higher with a minimum of 19 on both the English and Mathematics sub-tests.
  - b. SAT – Minimum score of 650 in evidenced-based reading and writing and minimum score of 620 in math.

The Presidential Honors Scholarship will cover the full cost of tuition and fees for two years (Fall and Spring). Student must enroll full-time and participate in the TJC Presidential Honors Program. (<http://www.tjc.edu/honors>) An additional \$2,000 per year will be awarded to students who choose to live on campus in the Presidential Honors Living and Learning Community.

Students who graduate from one of TJC's service area high schools and meet one of the first two criteria listed above are guaranteed the Presidential Honors Scholarship upon successful completion of acceptance requirements. All other applicants will be awarded based on a competitive review process through the general scholarship application.

### Dean's Scholarship

These scholarships can be awarded through the general scholarship application to incoming traditional freshmen whose applications demonstrate academic excellence, leadership, extracurricular or community involvement and who have taken either the SAT or ACT. The selection committee will consider test scores but no minimum is required. Awards are for \$1,000 per year for two years and require full-time enrollment.

### General Scholarship

These scholarships are awarded to incoming traditional freshmen and continuing students and are based on a variety of attributes including academic merit, leadership, need, choice of study, and other factors. Award amounts vary and require full-time enrollment (12 hours) or enrollment in a health professions program. Generally, these scholarships are awarded one academic year at a time and require a new application each year.

### Rusk TJC Citizens Promise Scholarship

In 2014, a partnership between Citizens 1<sup>st</sup> Bank, the James I. Perkins Family Foundation and TJC established the Rusk TJC Citizens Promise.

The Rusk TJC Citizens Promise is available exclusively to qualifying Rusk High School graduates who enroll at TJC within three years of graduation. Rusk TJC Citizens Promise Scholars may receive up to \$8,000 for two years to be used toward tuition, fees, books and housing.

Students must meet the following basic requirements:

- Graduate from Rusk High School and reside in the school district of Rusk, Texas;
- Attend Rusk High School for grades 11 and 12;
- Rank in the top one-half of graduating high school class, with a 2.5 minimum GPA (ranking based on junior year);
- Complete the *Free Application for Federal Student Aid* (FAFSA) by March of senior year;
- Attended consecutively once enrolled at TJC.

### TJC Promise Scholarship

The TJC Promise provides an earned scholarship to students who attend one of the participating public high schools within the TJC tax district.

Students must sign up for the TJC Promise Program during the Fall semester of their freshman year in high school and maintain certain standards each year during high school. For additional information, please contact the student's high school counselor or visit [www.tjc.edu/promise](http://www.tjc.edu/promise).

### Fine and Performing Arts Scholarship

Also known as performance grants, these scholarships are awarded to members of certain performing groups. Current groups include Apache Band, Apache Belles and Guards, Apache Cheerleaders, Music, Student Senate, speech, theatre, dance, and visual art. Award amounts vary and will pay toward the student's tuition and fees. Full-time enrollment (12 hours) is required. These scholarships are not awarded through the TJC scholarship application. Each area has its own award process which may require separate application and tryouts. For more information, contact your specific area of interest.

### Athletic Scholarship

Also known as performance grants, these scholarships are awarded by the TJC athletic program according to Region XIV Athletic Conference and NJCAA guidelines. Award amounts vary and full-time enrollment (12 hours) is required. Currently TJC offers scholarships in football, men's and women's basketball, men's and women's tennis, men's and women's soccer, men's and women's golf, women's volleyball, women's softball and athletic training. These scholarships are not awarded through the TJC scholarship application. Each area has its own award process which may require separate application and tryouts. For more information, contact Apache Athletics.

### Legacy Scholarship

The Legacy Scholarship Program establishes endowment-based funding for performance grants to ensure that TJC's outstanding extracurricular programs continue to be a vital part of the student experience. Select students are named as a Legacy Scholar through the respective area from which they are receiving a performance grant. The student does not receive additional scholarship funding but is a Legacy Scholar representative.

## Residential Life and Housing

TJC is a great place to start your college career and residence halls are an ideal place to broaden your life experiences. Residents from all backgrounds, cultures, and lifestyles are welcomed and have the unique opportunity to interact with a large, diverse group of people while being in the heart of on-campus activities.

Residing on campus is a privilege and truly a living and learning experience for the students, with outside-classroom activities that range from hall gatherings to community service projects to events that assist students in being academically successful. To arrange housing tours or get answers to housing questions, go online to [www.tjc.edu/housing](http://www.tjc.edu/housing) or send an email to [housing@tjc.edu](mailto:housing@tjc.edu).



## About the Halls

Located on Baxter Avenue across from the White Administrative Services Center, the Residential Life and Housing Office is the hub for on-campus living at TJC. Housing is available during Fall, Spring, May Term and both Summer Sessions. An Area Coordinator, Resident Director or Senior Resident Assistant manages each Hall. On each floor of a Hall is a student Resident Assistant whose mission is to provide guidance to the residents and assist with programming that fosters a sense of Hall community.

The newest Hall, Crossroads, opened Fall 2015. With this addition, there are eight halls on campus housing over 1,200 resident students. A brief description of each Hall, amenities and current pricing are available at [www.tjc.edu/housing](http://www.tjc.edu/housing). Room and Board charges are applied to the residents account each semester.

Facility	Residents	Bathroom
Bateman	Co-ed by floor	Suite
Claridge	Athletes	Suite
Crossroads	Co-ed by floor	Suite
Holley	Male	Suite
Hudnall	Athletes	Suite
Ornelas	Co-ed by or on a floor	Private
Sledge	Athletes	Suite
Vaughn	Female	Suite

## Meal Plan Options

Every resident is required to purchase a mandatory meal plan. In addition to the Apache Junction cafeteria in the Rogers Student Center, food is available in the Chick-Fil-A in Crossroads Hall, Subway in the Pirtle Technology building and Starbucks located in the Vaughn Library. All meal plans are the same price but residents have different options to choose from:

- The Platinum Plan: This plan offers 19 meals every week, plus \$50 in Apache Bux to use in any retail location on campus.
- The Gold Plan: This plan offers 15 meals every week, plus \$125 in Apache Bux to use in any retail location on campus.
- The Silver Plan: This plan offers 10 meals every week, plus \$200 in Apache Bux to use in any retail location on campus.

## Housing Application Process

For incoming Fall semester students, March 1<sup>st</sup> of every year is the priority placement deadline for returning students and April 1<sup>st</sup> is the priority placement deadline for new students. Historically, students with completed applications submitted by this date are assigned a room for the following fall semester. Incoming students are encouraged to submit their application early for best availability—Halls do fill up.

Students wanting to live on campus should first complete the TJC Admission application and receive an Apache student identification number, known as an A number. Completing the TJC Admissions application does not guarantee you a room on campus.

To find the TJC Housing application on the TJC website, click on “Future Students” and then on the “Housing” bar.

Follow the instructions to access the Housing application. Only applicants who complete all the steps in the Housing application process will be assigned. Placement is based on the date the Housing application process is completed.

A one-time, non-refundable \$130 application processing fee must be paid as part of the housing application process. The fee can be paid online as an application step or by contacting the TJC Cashier’s Office. Once this fee is paid and processed, the student will be sent a link to their TJC email that prompts them to complete an electronic background check form. After the student completes the electronic form, it will take approximately three to five business days to process. When these three steps are completed and the background check results are received as approved, the applicant is ready to be placed.

## Housing Payment and Room Assignment

Housing charges are applied each semester. Payment for the current semester’s room and meal plan must be made before a student can move into the residence hall. Students using Financial Aid should start the process very early. If Financial Aid paperwork is not complete by the Housing payment due date, the student will not be able to move into a hall. No estimates of Financial Aid awards will be accepted.

## Housing Contract

Each student living on campus will sign a contract when they move into the hall. Residents are on a yearly Fall through Spring contract. If Fall semester residents don’t return for the Spring semester, they will be charged a \$600.00 break-contract fee.

## Academic Requirements to Live on Campus

Resident students must be enrolled in 12 semester hours each semester to reside on campus. Failure to maintain a 12-semester-hour class load each semester may result in the student being required to vacate the residence hall. If for any reason a student does not require 12 credit hours for graduation, housing eligibility will be reviewed on a case-by-case basis. Students must remain in good academic standing to be eligible to remain in the residence halls.

## Residence Hall Closings

In accordance with the campus schedule, TJC Residence Halls are closed during Thanksgiving, Winter, and Spring Break. During this time, on-campus residents will need to find alternative housing. If a student is unable to find alternative housing, they may meet with the Residential Life & Housing staff to determine if they are eligible to pay to stay during these breaks. If a resident is part of a TJC-sponsored group or team, they may be required to remain on campus to participate in a TJC-sponsored event.

## Campus Clinic

The Campus Clinic is located on the second floor of the Rogers Nursing and Health Sciences Building.

The Clinic is staffed each school term Monday through Friday, 8 a.m. – 12 noon and 1 p.m. – 5 p.m., by a physician, a nurse, a physician’s assistant and/or a family nurse practitioner.

The Clinic offers a full complement of health services to all enrolled students. Allied Health students have access to

free vaccinations, as required by their specific program, through the Clinic

## Bacterial Meningitis

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood.

This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities. Symptoms include high fever, stiff neck, severe headache, nausea, rash or purple patches on skin, confusion and sleepiness, vomiting, lethargy, light sensitivity and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms appear, the higher the risk; so when these symptoms appear, seek immediate medical attention. Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions. Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. will increase your risk of getting Bacterial Meningitis. Also, living in close conditions (such as sharing a room/suite in a dorm or group home) will increase one's risk of contracting Bacterial Meningitis. It is recommended that all incoming freshmen get the vaccine before entering college. If the patient has no health insurance, the vaccine is available through the Health Department for \$10.

To find out more information, contact:

- Your own health care provider
- The Campus Clinic at 903-510-3862
- Your local or regional Texas Department of Health Office. For Smith, Henderson, Van Zandt, Wood, and Rains Counties, contact:  
North East Texas Public Health District (NETPHD)  
903-510-5604 or  
P.O. Box 2039  
Tyler, TX 75710-2039
- Websites: <http://www.cdc.gov/meningococcal> or [www.acha.org](http://www.acha.org)

## Ornelas Health and Physical Education Center

The Ornelas Health and Physical Education Center, an 83,000-square-foot facility located on the TJC main campus, offers comprehensive fitness facilities including a gymnasium, dance studios, weight rooms, racquetball courts, an aquatics area, a band hall and other physical education facilities for students, faculty and staff. In addition, a full range of recreational and fitness clinics and camps for children and

youth are available to the public through the Continuing Education program at the Center.

For more information, please call 903-510-2555 or go online to <https://www.tjc.edu/ohpe>.

## Intramural and Recreational Sports

Intramural Sports is an essential program on campus, providing students the opportunity to participate in a variety of team sports (Flag Football, Volleyball, Basketball, Soccer, Bowling, etc.) and individual and dual participation competitions (Racquetball, Table Tennis, Billiards, etc.).

The mission of Recreational Sports is to provide students with a variety of extracurricular activities that help students engage in a vibrant campus life while also providing non-classroom educational opportunities. Through recreational involvement, Recreational Sports provides a safe and contemporary environment for social interaction while improving sportsmanship and fostering leadership development. For more about Intramural Sports, visit [www.tjc.edu/intramural](http://www.tjc.edu/intramural) and [www.imleagues.com/tjc](http://www.imleagues.com/tjc).

## Center for Student Life and Involvement (CSLI)

The Center for Student Life and Involvement enriches the college experience of TJC's diverse student population by creating social connections through activities, service opportunities and leadership development. We encourage student engagement inside and outside of the classroom, while integrating an enthusiastic culture of spirit and tradition.

The CSLI is located on the second floor of Rogers Student Center. For more information about the Center for Student Life and Involvement, go to the TJC website at [www.tjc.edu/campuslife](http://www.tjc.edu/campuslife) or visit OrgSync.tjc.edu.

## Student Senate

As one of the oldest organizations in TJC history, the Student Senate is the student government body of TJC. The purpose of the Senate is to promote active student government, engage and educate student leaders as well as organizations to assist in their development and membership. Also, the Senate strives to promote better relationships among the student body, promote good citizenship and provide an avenue by which student needs and desires are transmitted to the administration, as well as provide an educational and wholesome experience for students.

Senate serves as the umbrella organization over all on-campus student organizations. The Student Senate Executive Board is composed of three (3) Student Senate Executive Officers; three (3) Sophomore Class Officers and three (3) Freshman Class Officers.

The Senate meets each Tuesday during the Fall semester at 4:00 p.m. and bi-monthly in the Spring Semester. Special meetings are called by the Executive President of the Student Senate when necessary. In general, the Senate sets all policies governing student body activities.

See Student Senate online at [www.tjc.edu/campuslife/StudentSenate](http://www.tjc.edu/campuslife/StudentSenate).

## Apache Cheer

The TJC Cheer Squad performs at sporting events on- and off-campus. The cheer team also represents TJC at many college and community events throughout the year. Tryouts are held at the end of the Spring semester. More information about Apache Cheer can be found at [www.tjc.edu/cheerleading](http://www.tjc.edu/cheerleading).

## Recreational Room

The “Rec” Room is located on the 2<sup>nd</sup> floor of the Rogers Student Center and is open five days per week: Monday – Thursday, 8 a.m. – 7 p.m. and Friday, 8 a.m. – 5 p.m. Table Tennis, Pool and the latest video games for Xbox, PlayStation and Wii are offered for general game play. Throughout the academic year, the Rec Room will offer various tournaments in which students can compete. Students must present their current/valid TJC ID in order to be admitted into the Rec Room.

## Clubs and Organizations

Other Student Life activities include clubs and organizations which are intended to represent the diverse interests of all TJC students. These groups include academic, athletic/recreational, campus involvement, honorary, religious, service, special interest, departmental and more. Students can visit the Center for Student Life and Involvement or log onto their OrgSync account for more information about how to be more involved or to create a new organization.

The following organizations are presently active on the campus. A more complete description of the mission and activities of each organization is available at [orgsync.tjc.edu](http://orgsync.tjc.edu).

Apache Band	Kappa Kappa Psi
Apache Belles	Las Mascaras
Apache Chiefs	Overflow
Apache Cheer	Phi Ro Pi (Speech & Debate)
Apache Punch	Phi Theta Kappa
Apache Strong	Presidential Honors Program
Art Club	Rose City Cooks
Baha’i Club of TJC	Royal Infinite Apaches
Black Student Association	Sigma Kappa Delta
Chamber Singers	Student Ambassadors
Chi Alpha	Student Nurses Association
Chi Tau Epsilon Honor Society	Student Occ. Therapy Assistants
Criminal Justice Student Assoc.	Student Phys. Therapy Assistants
Dental Studies Student Assoc.	Student Senate
Future Music Educators	Tau Beta Sigma
Green Committee	The Drumbeat (Press Club)
Harmony & Understanding	The Pride of TJC
Hispanic Student Organization	Touch of Gold
International Education Club	Veteran Student Organization
Intl. Game Developers Assoc.	

## Religious Student Centers

Baptist Student Ministries      Wesley Foundation

## Co-Curricular Transcript (CCT)

The Co-Curricular Transcript is a comprehensive record of extracurricular activities in which a student participated at TJC, such as leadership experiences, community service and campus involvement. CCT is a supplement to a student’s

academic transcript. CCT is a valuable tool for preparing a resume and can be shared with prospective employers and university admissions. Please visit the Center for Student Life and Involvement for more information.

## Apache Band

The Apache Band program offers a wide variety of performing ensembles open to all students who qualify by audition. The marching band is made up of students from almost every major on campus and performs at a large number of campus, athletic, and community events while offering scholarship opportunities to all of its participants who qualify. Other ensembles available to students include the Wind Ensemble, Jazz Band, Percussion Ensemble, Indoor Drumline, Steel Drum Band, Touch of Gold (color guard and twirlers) and many smaller chamber groups. Visit the Apache Band online at [www.tjc.edu/band](http://www.tjc.edu/band) for more information.

## Apache Belles

A select women’s organization, the group presents performances in various venues both on and off the TJC campus. Each Fall the focus is on the halftime show and outdoor performances. In the spring, the focus is on an original theatrical production. The Apache Belles also serve TJC and the community as “goodwill ambassadors.” Website: <https://www.tjc.edu/belles/>.

## Choral Activities

TJC boasts three high-quality choral ensembles: Concert Choir, Chamber Singers, and Harmony and Understanding. Any student may enroll in the Concert Choir and audition for Chamber Singers and Harmony and Understanding. The ensembles represent the College through concerts, community activities and campus events. Access choral web pages at [www.tjc.edu/music](http://www.tjc.edu/music).

## Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball, baseball, soccer, tennis and golf, and for women in basketball, volleyball, soccer, golf, softball and tennis. For more information about each program, visit [www.apacheathletics.com](http://www.apacheathletics.com).

## Tutoring Services

**Tutoring Services** provides free on-campus and online tutorial services to all currently-enrolled TJC students. The goal in Apache Tutoring is to promote critical thinking through the use of study skills, content clarification, reading comprehension strategies, and techniques for better writing. Scheduled and limited walk-in appointments for tutoring services are available through the Apache Tutoring Center. Information regarding tutoring can be found at [www.tjc.edu/info/20044/tutoring](http://www.tjc.edu/info/20044/tutoring).

## Student Support Services

TJC provides a variety of support services for students with special needs and capabilities.

Student Support Services is comprised of three departments: Counseling Services, Disability Services, and TRIO.

## Counseling Services

**Counseling** follows a brief, solution-focused format and are restricted to six or fewer visits in Fall and Spring semesters and two in Summer and Winter terms. Students must be enrolled in the current semester during which they are seeking services. Community referral is made for individuals requiring more extensive counseling or needing resources that may be provided by state and local service agencies.

**Location and Hours:** Counseling Services is located on the third floor of the Rogers Student Center (RSC 302) on the TJC main campus and arrangements can be made for online services. The office is open Monday – Friday, 8 a.m. – 5 p.m. and appointments can be made utilizing the online appointment request form, which can be found along with more information at [www.tjc.edu/counseling](http://www.tjc.edu/counseling).

## Disability Services

**Disability Services** offers accommodations for students with qualifying disabilities who present documentation and go through the formal accommodations process. Accommodations are provided on a case-by-case basis, and are not retroactive. Services may include, but are not limited to, a quiet testing environment, ability to record, access to overheads and PowerPoints, note takers and interpreting services.

NOTE: Notification for services need must be made in advance, especially with regard to interpreting services, to ensure service availability. Information regarding disability services can be found at [www.tjc.edu/ada](http://www.tjc.edu/ada).

## TRIO Programs – Student Support Services (SSS) and Educational Opportunity Center (EOC)

TJC Student Support Services Program and Educational Opportunity Center are federally funded by the U.S. Department of Education. The Student Support Services Program provides opportunities for academic development, assists students with basic college requirements, and motivates students toward the successful completion of their postsecondary education. SSS also provides academic tutoring, advice and assistance in postsecondary course selection, assistance in completing financial aid applications, education or counseling services designed to improve financial and economic literacy, and assists students enrolled in two-year institutions applying for admission to, and obtaining financial assistance for enrollment in four-year programs.

TJC – TRIO SSS annually serves 200 participants who are from low-income backgrounds, first-generation college students, and/or participants with disabling conditions, with an annual budget of \$274,262.

The Educational Opportunity Center program provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. EOC also provides services to improve the financial and economic literacy of participants through help in completing applications for college admission, testing, and financial aid.

TJC – TRIO EOC annually serves 1000 participants who are from Cherokee, Smith, Van Zandt and Wood Counties in Texas, who are non-traditional (19 years or older), low-income, first-generation college students, and/or participants with

disabling conditions, with an annual budget of \$272,510. For more information contact TRIO Programs in Rogers Student Center, 903-510-2532, or visit our web site at <http://www.tjc.edu/Trio>.

## Commit to Complete

TJC is committed to assisting students in the achievement of their educational goals. Research indicates that approximately two-thirds of all jobs that produce livable wages will require a credential beyond high school. Students who complete a certificate or degree are far more likely to be hired and far less likely to become unemployed. Furthermore, upon transfer into a baccalaureate program, students who complete an associate degree are more likely to complete a bachelor's degree than are students who transfer without completing a degree.

Each year, TJC students are asked to commit or renew their commitment to completing a degree or certificate at TJC. This is a student-led initiative, originally begun by the members of Phi Theta Kappa. Likewise, faculty and staff commit themselves to assisting students as they strive to keep that commitment. In collaboration with TJC Student Services and administration, educational events to help students focus on completion include career exploration and informational events, transfer assistance, workforce preparation, tutoring, after-hours study facilities and student forums on mental health and safety.

## Vaughn Library/Learning Resource Center

Vaughn Library offers a wide range of information resources for its patrons that includes books, print journals, databases to access online journals, e-books down-loadable to a patron's account, audiobooks (primarily fiction), textbooks and other materials on reserve, and College archives. Patrons both in the library as well as those online can access the library's databases via the library's website at [www.tjc.edu/library](http://www.tjc.edu/library). Subject Guides are found at <http://libguides.tjc.edu>. Live reference chat is available during library hours and chat boxes are located on all the library web pages. In the library, patrons have access to personal research assistance, Interlibrary Loan (ILL) for books and journal articles not owned by Vaughn Library, wireless access, library tours, in-class instruction, and computers with print capability. TJC Archives and Special Collections, TJC Tutoring Services, the TJC Writing Center, the Technical Assistance Desk and Open Computer Lab, and Starbucks are all located within the library on the main campus.

Library hours for Fall and Spring semesters generally are:

Mondays – Thursdays from 7:30 a.m. to 11:30 p.m.

Fridays from 7:30 a.m. to 5:00 p.m.

Saturdays from 10:00 a.m. to 2:00 p.m.

Sundays from 1:00 p.m. to 5:00 p.m.

Summer and holiday hours and hours before final exams will differ.

For more information on Vaughn Library, go to [www.tjc.edu/library](http://www.tjc.edu/library), call 903-510-2502, or email [libraryservices@tjc.edu](mailto:libraryservices@tjc.edu).



## Accommodating Pregnant Students

Under the Department of Education's (DOE) regulations implementing Title IX of the *Education Amendments of 1972*, a college or university "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, and termination of pregnancy or recovery therefrom." This directive has been highlighted recently in a Dear Colleague Letter from the DOE's Office of Civil Rights (OCR), and a 30 page "pamphlet" from DOE entitled "Supporting the Academic Success of Pregnant and Parenting Students."

A college must excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absence medically necessary. According to these materials, not discriminating against a pregnant student means granting her leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student "to the status which she held when the leave began." For instance, if a faculty member adjusts grades based on class attendance, the pregnant student cannot be penalized for her excused absences and must be given the opportunity to earn back the credit from classes missed due to pregnancy.

This generally means that pregnant students should be treated as if they had a temporary disability, given excused absences, and then given an opportunity to make up missed work wherever possible. Extended deadlines, makeup assignments, and incomplete grades that can be completed at a later date, should all be employed. To the extent possible, pregnant students should be placed in the same position of academic progress that they were in when they took leave.

The plausibility of doing so is not governed by an individual faculty member's class rules or policies, but by the nature of the work. Whenever the class work is of a type that it can be completed at a later date—such as papers, quizzes, tests, and even presentations—that option must be made available to the student.

In situations where the temporal particularities of the task do not allow for a "break," such as clinical rotations, large performances, and some lab or group work, the institution should work with the student to devise an alternative path to completion. Faculty cannot have their own policies regarding attendance and makeup work as to pregnant students, as Title IX requires compliance institution-wide. A student has the following options in completing her coursework after returning from leave deemed necessary by her physician.

1. Retake the class at the next available offering at the student's expense. (Students should be aware that class offerings vary by program and may not be available at regular intervals.)
2. Take the course online.
3. Receive an incomplete and extend the course until 30 days into the next long semester. The 30-day timeframe may need to be shortened or lengthened depending on the length of time missed due to medical necessity, and what is reasonable under the circumstances. (Professors should work with students to establish timelines, be available to

meet and answer questions, and make arrangements for any hands-on or face-to-face course requirements.)

The Title IX Coordinator should be contacted and consulted when an accommodation request from a pregnant and/or parenting student is received. The Title IX Coordinator should oversee the process of receiving and reviewing necessary medical documentation and determining if and what accommodations are necessary.

## Perkins CTE Success Center

Students majoring in an Associate of Applied Science Career Technology degree, certificate or health science program as listed in the TJC course *Catalog* may be eligible for limited financial support for child care assistance, books, transportation reimbursement, and/or tools for students enrolled in designated programs. Students must meet all guidelines and submit all necessary documentation with application by the appropriate deadline each semester.

To be considered, the student must also apply for Federal Student Aid (FAFSA) through the Financial Aid Office. Financial assistance eligibility is based upon the student's major, economic need, full-time status, and is dependent on continued funding of Perkins V: Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act. Applications may be picked up in the Perkins CTE Success Center located in Pirtle 128, or may be downloaded from our website. Please visit [https://www.tjc.edu/homepage/239/perkins\\_cte\\_success\\_center](https://www.tjc.edu/homepage/239/perkins_cte_success_center) for more information.

Application deadlines to be considered for financial assistance are:

- Fall 2021 – available April 5, 2021  
deadline is July 9, 2021
- Spring 2022 – available October 4, 2022  
deadline is November 5, 2022
- Summer Session – announced if funds are available

## CTE Success Services

CTE Success Services are available in the Perkins CTE Success Center and help promote a positive and successful learning experience for career and technical students in an effort to increase student retention, success, and completion. With collaboration among students and their families, advisors, faculty members, counselors, and administrators, effective and appropriate action plans in supporting students and their personal and academic challenges can be developed. This office can share relevant campus and community resources through direct referrals and personal communication. Students will be treated with respect, provided support and, most importantly, students will gain the tools necessary to meet their TJC goals.

## Grievance Procedures

### College Student Complaint Procedures

#### Student Complaints - [FLD \(Regulation\)](#)

This procedure is designed to provide a student with an opportunity to file a complaint or grievance regarding problems and conditions he or she believes to be unfair or

inequitable. All student complaints not addressed elsewhere in policy will be governed by FLD-Regulation.

The student grievance procedure is not intended to supplant the Student Code of Conduct, or complaints of sexual harassment.

### Exceptions

This regulation does not apply to the following:

1. Complaints alleging discrimination, including harassment against students on the basis of race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability veteran status, or limited English proficiency. [See [FFDA \(Local\)](#) and [FFDB \(Local\)](#)]
2. Initial complaints regarding academic grievances or final course grades should follow FLDB (Regulation). [See [FLDB \(Regulation\)](#)]
3. Appeals regarding disciplinary issues. [See [FMA \(Regulation\)](#)]

### Informal Procedures

A grievant is required to attempt to resolve the issue by discussing it with the individual contributing to or causing the issue and with his or her supervisor or the next level of authority. If the grievant is uncomfortable for any reason discussing the issue with the individual contributing to or causing the issue, he or she can go directly to the next level of authority. The student may check with the administration to determine the next level of authority. If this does not resolve the issue, the student may seek review under the formal procedures below.

### Formal Procedures

Procedures for a formal appeal are as follows:

1. The grievant must file, no later than twenty (20) business days after he or she knew or should have known of the alleged incident or event giving rise to the grievance, a written complaint with the office of the dean of students. The dean of students will route the grievance to the appropriate vice president, if necessary. The grievance must contain a statement of the actions being complained of, describe the remedy sought, and include any other relevant information. The grievance must also include the complainant's name and contact information. Failure to file within the time line will waive the student's right to appeal.
2. The appropriate committee, depending on the allegations at issue, will convene, usually within fifteen (15) business days, unless extended by agreement of the student and College District. The committee will make a written finding and send its decision to the provost or the appropriate vice president, depending on the subject matter at issue, within five (5) business days of the hearing.
3. A grievant may seek review of an adverse decision through the provost or vice president if requested in writing within five business days of the committee's findings. The provost or vice president will review the record, but no meeting or hearing will be held with the

provost or vice president. The decision of the provost or vice president is final.

To view the most current policy in its entirety, please go to [FLD \(Regulation\)](#)

### Academic Complaints - [FLDB \(Regulation\)](#)

This regulation is only applicable to a student who wishes to dispute a final course grade or to file a non-grade academic grievance related to the classroom. Grades for specific tests, reports, projects, or otherwise given during a semester will be discussed at that time with the professor and are not subject to this procedure. Student complaints regarding disciplinary issues, including scholastic dishonesty, are covered by separate procedures. [See [FMA \(Regulation\)](#)]

### Grade Appeals

A student is entitled to a review and explanation of the grading process and the grade received. A grade is the sole prerogative and responsibility of the faculty member, and any review as the result of a dispute is intended to ensure accuracy, fairness, and adherence to College District policy.

The steps below must be followed in an effort to reconcile the grade dispute:

1. The student will discuss the final grade with the faculty member within ten (10) business days into the following long semester; e.g. summer school disputes may be challenged no later than ten (10) business days into the following Fall semester.
2. The decision of the faculty member in all grade disputes is presumed final since the grade is the sole prerogative and responsibility of the faculty member. However, if the student feels that a grade is incorrect, the student may present the dispute in writing to the appropriate program director/department chair for review. This step must be completed within five (5) business days following the decision of the faculty member. If there is no program director/department chair, or in the event the program director/department chair is the professor named, the student will proceed to the appropriate instructional dean.
3. The program director/department chair will review the written student dispute and request a written faculty response to the dispute in question. Within five (5) business days, the program director/department chair will make a written response to the student and faculty member regarding the dispute. Attached to this response will be appropriate documentation thus far accumulated.
4. If the student does not agree with the decision of the program director/department chair, the student may proceed to the dean of the appropriate instructional school. This step must be completed within five (5) business days after the decision of the program director/department chair. Within five (5) business days after receiving the dispute, the dean will review all documentation and respond in writing to the student, faculty member, and program director/department chair. Attached to this response will be all appropriate documentation. The decision of the instructional dean is final in the matter of grade disputes.
5. If the student does not agree with the decision of the instructional dean, the student may proceed to the dean of

students to file a grievance under [FLD \(Regulation\)](#) Formal Procedure.

*Note: In the event the instructional dean is the professor or record, the dispute will proceed to the dean of students following the procedure above, and will follow [FLD \(Regulation\)](#) Formal Procedure.*

### **Non-Grade but Related to the Classroom, including Dismissal from a Program**

The steps below must be followed in an effort to resolve academic grievances that are Non-Grade but Related to the Classroom:

1. The student will discuss the matter with the faculty member within ten (10) business days of the incident precipitating the grievance.
2. If the student feels that the decision of the faculty member is unsatisfactory, the student may present the dispute in writing to the appropriate program director/department chair for review. This step must be completed within five (5) business days following the decision of the faculty member. If there is no program director/department chair, or in the event the program director/department chair is the professor named, the student will proceed to the appropriate instructional dean.
3. The program director/department chair will review the written student dispute and the written faculty response to the grievance. Within five (5) business days, the program director/department chair will make a written response to the student and faculty member regarding the grievance. Attached to this response will be appropriate documentation thus far accumulated.
4. If the student does not agree with the decision of the program director/department chair, the student may proceed to the dean of the appropriate instructional school. This step must be completed within five (5) business days after the decision of the program director/department chair. Within five (5) business days after receiving the grievance, the dean will review all documentation and respond in writing to the student, faculty member, and program director/department chair. Attached to this response will be all appropriate documentation.
5. If the student does not agree with the decision of the instructional dean, the student may proceed to the dean of students to file a grievance under [FLD \(Regulation\)](#) Formal Procedure.

*Note: In the event the instructional dean is the professor or record, the dispute will proceed to the dean of students following the procedure above, and will follow [FLD \(Regulation\)](#) Formal Procedure.*

To view the most current policy in its entirety, please go to [FLDB \(Regulation\)](#).

### **State and Federal Student Complaint Procedures**

It is TJC's goal to resolve student complaints and concerns in a friendly, fair, and efficient manner. The first step for students who desire to resolve a complaint is to follow the College's internal student grievance procedures contained in the College's [Student Handbook](#).

If the grievance is not resolved satisfactorily internally, the student may file a complaint with the Texas Higher Education Coordinating Board. Student complaint forms are available on the [THECB website](#).

Send forms electronically to [StudentComplaints@thecb.state.tx.us](mailto:StudentComplaints@thecb.state.tx.us) or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. All submitted complaints must include a student complaint form, a signed [Family Educational Rights and Privacy Act \(FERPA\)](#) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities should also include a signed Authorization to Disclose Medical Record Information form.

TJC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees, as well as certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of TJC.

To file a grievance against the Commission or any of its accredited institutions follow the complaint procedures policy (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>).

TJC online students, residing outside of Texas, who desire to resolve a complaint should follow the College's internal student grievance procedures as explained above. However, if an issue cannot be resolved internally, the student may file a complaint with his or her home state. The Student Grievance Contact Information for Individual States provides phone numbers, e-mails, and/or links to state education agencies.

### **Title IX**

Title IX of the *Educational Amendments of 1972* (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. § Part 106, prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy.

Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advance is made a condition of reward or penalty.

## Title IX Grievance Procedures

### Freedom From Discrimination , Harassment, and Retaliation - Sex and Sexual Violence - [FFDA \(Local\)](#)

The College District prohibits discrimination, including harassment, against any student on the basis of sex, gender, gender identity, or gender expression. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination against a student is defined as conduct directed at a student on the basis of sex/gender that adversely affects the student.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

For the purposes of this policy, College District officials are the Title IX coordinator and the College President.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Andrew Cantey  
Director, Employee Relations, Governance & Compliance  
Human Resources  
1327 South Baxter, Tyler, TX 75701  
(903) 510-2186

*To view the most current policy in its entirety, please go to [FFDA \(Local\)](#).*

### Freedom From Discrimination , Harassment, and Retaliation - Other Protected Characteristics - [FFDB \(Local\)](#)

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, national origin, disability, age, marital status, veteran status, limited English proficiency, or any other basis prohibited by law. Retaliation against anyone involved in the

complaint process is a violation of College District policy and is prohibited.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, national origin, disability, age, marital status, veteran status, limited English proficiency, or on any other basis prohibited by law, that adversely affects the student.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator:

Andrew Cantey  
Director, Employee Relations, Governance & Compliance  
Human Resources  
1327 South Baxter, Tyler, TX 75701  
(903) 510-2186

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Andrew Cantey  
Director, Employee Relations, Governance & Compliance  
Human Resources  
1327 South Baxter, Tyler, TX 75701  
(903) 510-2186

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

*To view the most current policy in its entirety, please go to [FFDB \(Local\)](#).*



# What We Offer

## Graduate Guarantees

TJC guarantees that students who earn a Certificate of Completion and/or an Associate of Applied Science Degree will have the appropriate entry-level employment skills in the field for which they have been prepared. Graduates who are judged by an employer to be lacking in technical job skills identified as exit competencies for their specific degree or certificate program are allowed to return to the College for up to nine tuition-free hours of education as outlined by the Texas Higher Education Coordinating Board in the 2015 *Guidelines for Instructional Programs in Workforce Education*.

Special conditions which apply to the graduate guarantee for job competency include the following:

1. The graduate must have earned the Certificate of Completion and/or Associate of Applied Science Degree beginning September 1994, or thereafter, in a technical program identified in the *College Catalog*.
2. The graduate must have completed the certificate or degree program with 75% of credits earned at TJC and must have completed the graduation requirements within a 3-year time span for the Certificate of Completion and a 5-year time span for the Associate of Applied Science.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate department chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, department chair, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 9 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 9 credit hours of tuition-free coursework under conditions described above.
12. Activation of the Graduate Guarantee may be initiated by the graduate through contact with the appropriate academic dean within 90 days of the graduate's initial employment.

## Honors Program

### Presidential Honors at TJC

Presidential Honors at TJC seeks to serve intellectually gifted, highly motivated, and exceptionally creative individuals through an interdisciplinary two-year experience that challenges students to approach their potential within a community of scholars. The program fosters an atmosphere of academic excellence by offering innovative seminar-style courses taught by select faculty to encourage habits of research, articulate written and oral communication, critical thinking skills, global patterns of thought and action, reflection and introspection and leadership through service learning and experiential learning initiatives. In pursuing these goals, Presidential Honors will contribute to the image of TJC as a place of serious academic inquiry.

Honors-level courses are offered during the Fall and Spring semesters. [Selective Admissions](#) and retention rules apply. Please contact the Honors Program for the current Honors course offerings. Presidential Honors is housed on the 3<sup>rd</sup> floor of the Rogers Student Center. Program information and applications can be found at <https://www.tjc.edu/honors>.

## Continuing Studies

The TJC School of Continuing Studies is focused on providing a comprehensive collegiate experience that is achieved in the rich traditions of a quality education, vibrant campus life and community service. The vision is to be a premier institution of higher education recognized for its academic and workforce programs, student life and community engagement. To this end, the School of Continuing Studies was conceived and is committed.

The School of Continuing Studies is headquartered in the TJC Regional Training and Development Complex (RTDC) at TJC West located at 1530 SSW Loop 323 in Tyler. Continuing Studies is devoted to offering critically-needed training leading to immediate employment according to the needs of business, industry and governmental agencies. Instruction at the RTDC lends itself to quick startup training for workers to improve workforce and academic skills within condensed classes rather than the traditional semester schedule. Additionally, Continuing Studies at TJC West offers services such as on-site registration and fee collection, a 300-seat conference room, convenient parking and campus safety. The RTDC is the home of the Continuing Education offices, Small Business Development Center, the Tyler Area Business Incubator, TJC Corporate Services, and the Literacy Council of Tyler.

In addition, TJC West hosts the following credit programs—automotive technology; child development/early childhood; fire protection technology; electrical/electronic controls technology; heating, air conditioning, and refrigeration technology; industrial maintenance technology; ophthalmic medical assisting; power plant technology and welding technology.

## Continuing Education

Continuing Education is non-credit programming that offers:

1. Adult (age 16+) vocational education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Lifelong learning opportunities for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment. A select number of programs and activities are offered for children and senior adults including summer camps, aquatics classes, and art classes.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in-house" to meet specific job-upgrading and mobility needs of individual organizations.

Classes are offered during the day or the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested persons without regard to eligibility for admission to college-credit programs.

TJC will award the Continuing Education Unit (CEU) to persons who successfully complete approved, non-credit continuing education activities administered by the College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience. In selected instances, the awarding of CEU's may convert to college credit applicable toward a degree.

For more information concerning continuing education programs, contact the School of Continuing Studies online at [www.tjc.edu/ce](http://www.tjc.edu/ce).

### Refund Policy

Refunds may be requested at the RTDC at TJC West.

College refund policy:

- 100% prior to the first class day or if class is cancelled by the College
- 80% during the first class day and NONE thereafter

## Small Business Development Center

America's SBDC (Small Business Development Center) Program is part of a nationwide network that partners the resources of federal, state and local government to those of colleges, universities and the private sector to provide advice and technical assistance to help Americans start, run and grow their own businesses.

Tyler SBDC, hosted by Tyler Junior College, is a field center of the North Texas SBDC Network. The Tyler SBDC serves seven counties: Wood, Smith, Cherokee, Nacogdoches, Shelby, San Augustine and Sabine. The North Texas SBDC Network is a partnership program funded in part by the Small Business Administration, the State of Texas and the Dallas County Community College District.

Tyler SBDC at Tyler Junior College is a member of the North Texas SBDC Network and funded in part through a

cooperative agreement with the U.S. Small Business Administration (SBA).

For more information, go to [www.tylersbdc.com](http://www.tylersbdc.com).

## Tyler Area Business Incubator

The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses through business counseling, employee training and various other support services to include immediate access to technical training at TJC West and support from the Small Business Development Center. The incubator encourages the development of technology-based products or services which broaden the economic base of the area served by the College.

For more information, go to [www.tjc.edu/BusinessIncubator](http://www.tjc.edu/BusinessIncubator).

## Adult Basic Education (non-credit)

The Literacy Council of Tyler, in partnership with TJC and located at the RTDC, is dedicated to serving the adults of our area with free basic and developmental education. All adults age 17 and older are eligible to attend classes free of charge. Besides the basics of reading, writing and arithmetic, preparation for the GED (General Educational Development) examination is offered. English as a Second Language (ESL) is also taught. Additionally, Career Pathways are offered, giving students an opportunity to work on their GED or other skills while simultaneously working on workforce training such as Certified Nurse Aide, HVAC, Welding, Phlebotomy and others.

Classes and/or individualized instruction are available at TJC West and other locations throughout the area, delivered by LCOT staff as well as trained literacy volunteers. In addition, Literacy Council staff members oversee the operation of a grant-funded public computer lab—free to the community. There are also evening classes available in outreach centers throughout the community.

Please call 903-533-0330 for registration information. For more about this non-profit organization, see their website: [www.lcotyler.org](http://www.lcotyler.org).

## Corporate Services

Providing innovative training solutions to the community's workforce, Corporate Services is client-focused and offers flexible delivery. From information technology instruction to healthcare and industrial training, our certified trainers deliver the quality programs businesses need to sharpen their professional skills. Corporate Services delivers programs according to a client's schedule, on-campus or on-site. Services include training, testing and skills assessment programs made possible by partnerships and alliances with national organizations.

## Distance Education

Distance learning classes are open to all students. Students are asked to complete the Online Student Orientation (<https://goo.gl/A4y3j9>) prior to enrolling in a distance education course. Each course also includes its own online orientation. Further information may be obtained online at [www.tjc.edu/onlinedegrees](http://www.tjc.edu/onlinedegrees) or by email to [ghow@tjc.edu](mailto:ghow@tjc.edu).

## TJC Online Degrees

The TJC Online Degrees website should be a student's first stop to find out about online learning. The TJC Online Degrees website ([www.tjc.edu/onlinedegrees](http://www.tjc.edu/onlinedegrees)) gives students information about all online and hybrid degrees and courses offered by the College. It also includes information about completing their core transfer requirements completely online. In addition, the TJC Online Degrees website provides online access to all student services, including advising and financial aid. Students pursuing online degree programs at TJC are held to the same entrance and graduation requirements as on-campus students. Course and degree requirements for each of the college's online programs meet the same standards as those on campus.

## Online (Internet) Courses

An online (or Internet-based) course allows a student to take courses from any computer that has Internet access (home, work, school, library, etc.). Students access course information through Apache Access, which links to Canvas, TJC's online learning management system (LMS). Students can easily communicate with instructors by phone, e-mail or discussion boards.

For online and hybrid classes requiring proctored examinations, the college's remote online proctoring service will be available to proctor students securely from their home or other approved location.

## Hybrid Courses

A hybrid course has both online (Internet) and in-class components. For example, TJC offers hybrid classes that meet in-class one day per week instead of two. The remainder of the class is completed online. This type of class allows students the flexibility of coming to campus only half the time they normally would. TJC also offers hybrid lecture/lab classes, which hold in-class labs with the lecture portion delivered online. Students who are not quite sure whether an online course is right for them may find a hybrid class to be more suitable.

## College Credit for High School Students

Many participating area high schools offer "dual credit" and "early admissions" courses from TJC through distance learning. Online classes may be scheduled at any Tyler service area high school. Some high schools offer courses by two-way interactive video.

High school students qualifying for college admissions (see Special Admissions in the *TJC Catalog*) may also be able to enroll directly at TJC. For more information on dual credit enrollment and early admissions, contact the Dual Credit Office or go online to [www.tjc.edu/highschool](http://www.tjc.edu/highschool).

## Online Course Sharing Through DigiTex

If a student is unable to take a course at TJC because all sections are full or the course is not offered during the current semester, the student can request the course from another college through DigiTex course sharing. DigiTex, formerly known as the Virtual College of Texas (VCT), is a statewide consortium that provides, as one of its services, course sharing between community colleges in Texas. If the course is available, the student will pay all tuition and fees to TJC and will take the course online from a college that is teaching the

needed course. Upon completion of the course, the student's grade is automatically sent back to TJC and appears on the student's TJC transcript as a TJC course. Contact the Distance Education office at TJC for registration information at 903-510-2529 or [ghow@tjc.edu](mailto:ghow@tjc.edu).

## Data Security

The security, confidentiality, and integrity of student data stored in the College's learning management system (LMS) is protected by the same secure logon that is used to access the College's student information system. Each student has individual secure access to their data via their secure logon which is based on a unique student identifier known as an Apache number or A-number and a private password known only to the student. For all proctored exams, each student's identity is verified before the exam begins.

## Date of Last Attendance

Date of last attendance, as defined by TJC according to the *Code of Federal Regulations*, Title 34, Part 668.22, includes but is not limited to:

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students
2. Submitting an academic assignment
3. Taking an exam, an interactive tutorial, or computer-assisted instruction
4. Attending a study group that is assigned by the institution
5. Participating in (contributing to) an online discussion about academic matters
6. Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Attendance does not include activities where a student may be present, but not academically engaged, such as:

1. Living in institutional housing
2. Participating in the institution's meal plan
3. Logging into an online class without active participation
4. Participating in academic counseling or advisement

A determination of "academic attendance" or "attendance at an academically-related activity" must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.

## Auditing

TJC allows a person who does not desire a degree or who does not desire course credit to register for classes on a non-credit basis. This is known as auditing a course. Students auditing classes are permitted to attend classes, however class activity participation is at the discretion of the Professor. They are not required to complete work outside the classroom nor sit for exams. No credits are earned and are not applicable toward a degree from TJC, nor do they carry transfer recommendation. Students will be required to obtain a temporary ID available from the Campus Police to attend class.

A student may audit courses by taking the following steps:

1. Audit Registration begins at 1 p.m. on the 1<sup>st</sup> day of the semester during administrative changes and will continue through the 7<sup>th</sup> day of the semester.
2. Students auditing a course are required to comply with Texas state legislation that mandates those who have not been continuously enrolled at TJC must have received the bacterial meningitis vaccine within the past five years if the student is under the age of 22.
3. Students auditing a course are required to complete the Admission application for TJC.
4. Registration for audit courses will be located in Rogers Student Center during the first day of class. Registration thereafter must be completed in the Registrar's Office located in the White Administrative Services Center.
5. Registration is based on available seating.
6. Audit students must pay the same tuition and fees that apply for credit classes, and are due in the Cashier's Office at the time of registration. (Students who are residents of the State of Texas and are 65 years of age or older are exempt from the audit fee.)

*A student auditing a course may not receive credit for the course, nor be eligible for advanced standing examination.*

## Degrees, Certificates and Graduation

### General Graduation Requirements for all Degrees, Certificates or Awards

The following general requirements must be met by all students receiving degrees, certificates, or awards:

1. The student must confirm their graduation for a degree, certificate or award at [www.tjc.edu/graduation/confirmation](http://www.tjc.edu/graduation/confirmation).
2. The student must complete the required credit hours with an average grade of at least "C" (2.0 GPA) for completion.
3. The student must complete at least 60 credit hours to earn an associate degree. Minimum credit hour requirements for certificates or awards vary.
4. The student must complete at least 120 credit hours to earn a baccalaureate degree.
5. For degree, certificate, or award completion, at least 25 percent of the semester credit hours applicable to the degree, certificate, or award must be earned through direct instruction completed at TJC. Credits awarded through transfer, credit by exam, or credit for prior learning do not count toward this requirement.
6. Students must satisfy the Texas Success Initiative (TSI) requirements specified for the degree, certificate, or award sought.

### Additional Awards

A student can earn more than one degree at TJC using the same General Education Core with the completion at TJC of an additional 16-18 credit hours of major coursework beyond the original coursework to meet the degree requirements of the specific area of emphasis. Major courses used to complete a General Studies AA may not be used towards any other degree.

## Student Responsibility

Each student is responsible for seeking academic advising, for knowing and meeting the requirements for the academic program of his or her interest, for enrolling in courses appropriate for that degree program, and for taking courses in the proper sequence to ensure orderly and timely progress toward the award.

Students who wish to receive a diploma or certificate and/or participate in commencement must make proper application to the Office of the Registrar. Upon verification, students will be notified and receive credit for all awards earned, having them posted to their permanent academic records.

## Graduation under a Particular Catalog

To receive a degree from TJC, a student must fulfill degree requirements as set forth in a *Catalog* under which he/she is entitled to graduate. A student is entitled to graduate under the current *Catalog* or any other *Catalog* in force when the student was enrolled at TJC or any other Texas public institution of higher education, but the *Catalog* must be within the last five *Catalogs*.

## Dates of Graduation

If all degree requirements have been met, degrees will be dated the semester in which the student applied. All degree requirements must be met prior to the end of the semester in which the student applied. Requirements completed in the Winter Term or May Term will be applied to graduation the following term. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the Spring and Fall terms only.

## Graduation Application Deadlines

It will be the responsibility of the student to confirm their graduation for a degree, certificate or award for which he/she is eligible at [www.tjc.edu/graduation/confirmation](http://www.tjc.edu/graduation/confirmation). The deadline for applying for a degree or certificate is posted in the academic calendar. Students are responsible for checking with the Cashier's Office to pay any outstanding charges on their accounts prior to graduation.

## Academic Affairs

Under the direction of the Chief Academic Officer, the Division of Academic Affairs is focused on student and community access and success, through a culture of academic integrity, teaching excellence, innovation, and student learning. The Division of Academic Affairs is committed to being student- and community-centered and provides transferable academic courses and programs, workforce and technical education, developmental education, distance education and continuing education.

### Provost Office

WASC 3rd floor

903-510-2261

### Associate Vice Provost, Academic and Workforce Affairs

Vaughn Library (LRC)

903-510-2281



### **School of Continuing Studies**

#### **Dean's Office**

TJC West 903-510-2969

### **School of Engineering, Mathematics and Sciences**

#### **Dean's Office**

Genecov 102C 903-510-2546

### **School of Humanities, Communications and Fine Arts**

#### **Dean's Office**

Jenkins Hall 152 903-510-2468

### **School of Nursing and Health Sciences**

#### **Dean's Office**

Rogers Nursing and Health Sci. 2.255 903-510-2362

### **School of Professional and Technical Programs**

#### **Dean's Office**

Pirtle Technology 203 903-510-2349

### **Distance Education**

#### **Director's Office**

Vaughn Library (LRC) 903-510-2591

## **Academic Programs**

Students must meet with an Academic Advisor before attempting to register IF they: are First Time in College (FTIC) students; have placement test scores indicating a need for Developmental Education coursework and non-TSI complete status; or are on academic suspension. Students should meet with an academic advisor if they have less than a 2.0 GPA; have reached 45 credit hours and need to confirm final coursework for graduation consideration, or confirm core completion for transfer to a four-year university. Students should also visit with academic advising, their faculty mentor, or the Office of Career Planning if intending to change their major

### **School Partnerships**

#### **Dual Credit**

Dual credit programs allow qualified high school students to enroll in a college course and simultaneously earn college credit and high school credit for the course.

Partnerships between Texas secondary schools and TJC have enabled high school students to earn college credits before graduating from high school, making their transition to the collegiate campus smoother and their likelihood of graduating from college greater.

College courses offered for dual credit may be taught at the college campus, online, or at the high school campus by credentialed instructors. Courses offered for dual credit include the same content and rigor as courses taught to other college students, utilizing credentialed instructors and the same curriculum and policies. High school students should check with their school counselors about dual credit options at their high schools.

#### **Technical Dual Credit**

Technical dual credit is a program designed to allow high school students to enroll in TJC workforce courses for both college and high school credit. High school students should check with their high school counselors about technical dual

credit options at their high schools. Upon completion of a technical degree at TJC, the student will have earned an Associate of Applied Science degree.

### **Early College High School**

An Early College High School (ECHS) program represents a collaborative effort between a school district and a college that must be designated and approved by the Texas Education Agency. The goal of ECHS is to allow students who fit the demographics established by the school district the opportunity to receive a mentored style of educational experience in which they earn college credit as early as the 9<sup>th</sup> grade. Priority is given to low-income students, first generation college-goers, and all who are statistically underrepresented in higher education. These schools are small and are designed to allow a student to earn an associate's degree or up to 60 hours of college credit toward a bachelor's degree while completing a high school diploma. TJC partners with a designated ECHS program to ensure that all requirements and goals that lead toward the overall success of the program are met in a timely and positive manner. Classes may be taught on either the high school campus or the TJC campus. Please refer to [www.tjc.edu/dualcredit](http://www.tjc.edu/dualcredit) for a complete listing of TJC Early College High School programs.

## **Academic Degrees**

### **Degrees Offered at TJC**

#### **Associate of Arts (AA)**

#### **Associate of Arts in Teaching (AAT)**

#### **Associate of Science (AS)**

#### **Associate of Applied Science (AAS)**

#### **Bachelor of Applied Technology in Healthcare Administration (BAT)**

#### **Bachelor of Science in Dental Hygiene (BSDH)**

The Associate of Arts, Associate of Arts in Teaching and Associate of Science degrees are designed for students planning to transfer course credits to a baccalaureate degree program at a college or university. The curriculum suggested in this *Catalog* will satisfy the requirements of most colleges and universities.

The Associate of Applied Science degree combines general liberal arts courses with specialized technical courses.

The Bachelor of Applied Technology degree (BAT) in Healthcare Administration is designed for graduates of a health- or business-related associate degree program seeking a bachelor degree to prepare for entry into mid-level management positions in a health care or medical facility.

The Bachelor of Science in Dental Hygiene degree is designed for graduates of an accredited Dental Hygiene program that are licensed dental hygienists seeking a bachelor degree. Bachelor degree students may be graduates of TJC or transfer students from any other regionally accredited college.

Students should visit with an Academic Advisor to ensure that they take the correct courses for their Associate of Arts, Associate of Arts in Teaching, Associate of Science, Associate of Applied Science, Bachelor of Applied Technology, or Bachelor of Science degree program at TJC in addition to the major for their chosen transfer college or university. The

selection of science, math, and elective credit courses is often based on the requirements of the specific transfer college or university.

## Core Curriculum and General Education Philosophy and Rationale

In November 2011, the *Texas Higher Education Coordinating Board (THECB)* adopted recommendations for a revised [Texas Core Curriculum](#) centered on increasing student learning and improving student success. The THECB summarized the guiding philosophy of its core revision in this Statement of Purpose: "Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning."

The [General Education Core Curriculum](#) at TJC creates a coherent core that provides multiple opportunities to develop the skills, foundational knowledge, and principles expressed in the Statement of Purpose. The General Education core courses share a uniform set of expectations, competencies, definitions, and guidelines in the areas of Critical Thinking, Communication, Empirical and Quantitative Skills, Teamwork, Social Responsibility, and Personal Responsibility.

The knowledge and skills that TJC students gain from the General Education Core Curriculum should prepare them to lead lives as informed citizens, productive workers, and lifelong learners.

### College Student Learning Outcomes (CSLOs)

The following College Student Learning Outcomes (CSLOs) were developed to evaluate student performance. Each course that may be used to satisfy a General Education Core Curriculum requirement must cover and assess at least three of the following College Student Learning Outcomes:

**Communication Skills:** Students develop, interpret, and express ideas through written, oral, and visual communication.

**Critical Thinking-1:** Students generate ideas by combining, changing, or reapplying existing information.

**Critical Thinking-2:** Students analyze, evaluate, and synthesize information relevant to a question.

**Empirical and Quantitative Skills:** Students manipulate and analyze numerical data or observable facts to arrive at an informed conclusion.

**Teamwork:** Students are able to consider different points of view and work effectively with others to support a shared purpose or goal.

**Social Responsibility-1:** Students exhibit intercultural competency.

**Social Responsibility-2:** Students identify civic responsibilities and effective ways to engage in regional, national, and global communities.

**Personal Responsibility:** Students evaluate choices and actions as well as relate consequences to decision-making.

*Rubrics used to evaluate student work may be found under the Quick Links tab in Apache Access.*

## Core Completion

### BAT, BSDH, AA, AAT or AS Degree

A student who completes the core curriculum for the BAT, BSDH, AA, AAT or AS degree or area of emphasis will have a notation on his/her transcript showing core completion.

Core Curriculum Requirements	
Foundational Component Area	Requirement
Communications (010)	(Select two courses; 6 credit hours): ENGL 1301 AND SPCH 1315 or 1321
Mathematics (020)	(Select one course; 3 credit hours minimum; additional hour will apply to degree requirement): MATH 1314, 1316, 1324, 1332, 1342, 1414, 1442, 2412, 2413
Life and Physical Sciences (030)	(Select two courses; 6 credit hours minimum; additional 2 hours will apply to degree requirement): BIOL 1406, 1407, 1408, 1409, 1411, 2401, 2402, 2404, 2406 CHEM 1405, 1406, 1411, 1412 GEOL 1401, 1403, 1404 PHYS 1401, 1403, 1404, 1405, 2425, 2426
Language, Philosophy & Culture (040)	(Select one course; 3 credit hours): DANC 1305 ENGL 2322, 2323, 2327, 2328, 2332, 2333 HIST 2311, 2312 HUMA 1301 PHIL 1301, 1304, 2306
Creative Arts (050)	(Select one course; 3 credit hours): ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306, 1310
American History (060)	(Select two courses; 6 credit hours): HIST 1301 AND HIST 1302 or 2301
Government/Political Science (070)	(6 credit hours):** GOVT 2305, 2306
Social and Behavioral Sciences (080)	(Select one course; 3 credit hours): COMM 1307 CRIJ 1301 ECON 2301 GEOG 1303 PSYC 2301, 2314 SOCI 1301
Component Area Option (090)	(Select two courses; 6 credit hours): EDUC 1300 or COSC 1301 AND ENGL 1302 or 2311†

### Core Total: 42 credit hours

\*\*Students transferring six hours of Government from out-of-state must take GOVT 2107

† Students should choose ENGL 1302 or 2311 based on senior college requirements.

Work with the academic advisor for your major to request any course substitutions needed for your senior institution or associate degree plan. Course waivers/substitutions must be approved by the appropriate department chair and instructional dean.

### Field of Study – AA or AS

Some degrees do not require completion of the core. Fields of Study supplant core requirements. A student who

intends to transfer to a university and seek a baccalaureate degree in a particular Field of Study should consult with an advisor to develop a degree plan according to the receiving university's course requirements and should complete courses listed in the chosen Field of Study.

## College and University Relations

The educational goal of many TJC students is successful transfer from TJC into a baccalaureate program at another institution. Facilitating the transfer process for these students is a part of the mission of TJC. Several programs are in place to accommodate the needs of transferring students.

Statewide programs include the Field of Study Curriculum and Transfer Compacts. Both of these programs aid in the transfer of courses within specific majors. Field of Study curricula are designed to complete the first two years of study within a designated major offered at a Texas public college or university with the courses successfully completed at TJC. Transfer Compacts guide students to the most appropriate courses for select majors without changing the curriculum of the four-year institution receiving the transfer student.

In addition to these statewide programs, TJC seeks to collaborate with numerous four-year colleges and universities on an individual basis to create articulated agreements with the intent of providing a seamless transition from TJC to the student's chosen institution. These agreements vary in their terms depending upon the partnering college or university, but the ultimate goal of each is to facilitate the transfer of students.

### Field of Study Curriculum

Field of study curriculum, mandated in the Senate Bill 148 of the 75<sup>th</sup> Texas Legislature (1997), facilitates free transferability of lower-division academic courses among Texas public colleges and universities. Field of study curricula are defined by SB 148 as "a set of courses that will satisfy the lower-division requirements for a bachelor's degree in a specific academic area at a general academic teaching institution." The Texas Higher Education Coordinating Board is responsible for developing and approving academic courses that fulfill the lower-division requirements for majors that correspond to the field of study. Students who successfully complete a TJC field of study curriculum can transfer that block of courses to any Texas public college or university. The field of study curriculum is substituted for that institution's lower-division requirements of the degree program for their field of study into which the students transfer. The students receive full academic credit toward the degree program of the block of courses transferred. Course substitutions cannot be made in a "field of study" curriculum. Since the field of study curriculum does not include all of the core curriculum requirements, students must complete those courses at the transfer institution.

Students who transfer without completing the TJC field of study curriculum receive academic credit for their coursework but must complete the transfer institution's field of study requirements.

## Engineering Transfer Compact

TJC is an active participant in the Texas Voluntary Transfer Compacts for Engineering, which are voluntary agreements among institutions of higher education within the State of Texas. Their purpose is to foster enhanced transfer processes for students pursuing bachelor's degrees in civil, electrical, industrial, or mechanical engineering, and to increase the number and preparedness of students matriculating from a two-year engineering program at community colleges into a baccalaureate engineering program at four-year universities. The intention of these transfer compacts is not to change the curriculum of a four-year institution. The intention of these agreements is to provide guidance to students with respect to what courses offer the best mechanism for obtaining a bachelor's degree in one of these disciplines of engineering.

### Articulation Agreements

TJC has articulation agreements already in place for the benefit of our transferring students. Agreements with UT-Tyler, SFA, TAMU-C, Baylor and other schools are updated regularly in order to provide seamless transfer in TJC's top degree programs.

For example, students who wish to transfer to the University of Texas at Tyler (UTT) may follow one of the articulated Patriot Pathways for both academic transfer degrees and applied science degrees in which programs are begun at TJC and completed at UTT as efficiently as possible. Destination SFA connects TJC students to regional transfer partner Stephen F. Austin State University (SFASU). A special arrangement with SFASU permits TJC students to complete a Bachelor of Social Work on the TJC campus via coursework provided by SFASU, thus allowing students to move seamlessly from an associate degree to a bachelor degree without ever leaving TJC. Along with the North Texas Community College Consortium, students may complete an AAS at TJC and transfer to numerous Bachelor of Applied Arts and Sciences (BAAS) programs, including Texas A&M – Commerce (TAMU-C), UTT or SFASU.

A listing of current articulation agreements is available on the TJC website and will be updated as future agreements are completed. For more information, students may contact the Office of School Partnerships or see their academic advisor.

### Areas of Emphasis for Degrees and Certificates

Listed here are the "areas of emphasis" for specific degrees and certificates available from TJC with their suggested curriculum plans detailed on the pages following (in alphabetical order by the named area of emphasis). Students are strongly encouraged to seek advisement for course planning from their Academic Advisor or Faculty Advisor. Since senior college requirements differ, TJC recommends that all students who plan to transfer check with their senior college regarding transferability of particular classes into degree requirements.

The final responsibility for the selection, scheduling, and satisfactory completion of degree or certificate requirements rests with the student.

### **Bachelor of Applied Technology**

TJC offers the BAT degree to students completing required courses in the following program:

Healthcare Administration\*\*

### **Bachelor of Science**

TJC offers the BS degree to students completing required courses in the following program:

Dental Hygiene

### **Associate of Arts**

Areas of emphasis within the AA degree are as follows:

Art

Business

Communications

-Advertising/Public Relations

-Journalism/Mass Communication

-Radio & Television Broadcasting/Broadcast

Journalism

-Speech

Criminal Justice

Dance

Economics

English

General Studies

Government

History

Music

Musical Theatre

Psychology

Social Work

Sociology

Theatre

### **Associate of Arts in Teaching**

Areas of emphasis within the AAT degree are as follows:

Education

EC – 6 Grade Levels

4-8 Grade Levels, EC – 12 Special Education

### **Associate of Science**

Areas of emphasis within the AS degree are as follows:

Biology

Chemistry

Computer Science

Engineering

Geology

Health Studies

Kinesiology

Mathematics

Physics

Science

### **Associate of Applied Science**

TJC offers the AAS degree to students completing required courses in the following programs:

Automotive Technology

Business Management

Child Development/Early Childhood

Computer Networking & Information Technology

-Network Technology

Criminal Justice Law Enforcement Investigations

Culinary Arts

Dental Hygiene

Diagnostic Medical Sonography

Electrical/Electronic Controls Technology

Emergency Medical Service Professions

Engineering Design Technology

-Engineering Design Technology

-Process Piping Design

Fire Protection Technology

Game and Simulation Development

-Graphics

-Programming

Health and Medical Administrative Services

-Health Information Technology

-Healthcare Administration

-Medical Office Management

Heating, Air Conditioning and Refrigeration Technology

Human Services: Addiction Counseling

Industrial Maintenance

Medical Laboratory Technology

Nursing

-Associate Degree Nursing (ADN)

Occupational Therapy Assistant

Paralegal

Physical Therapist Assistant

Power Plant Technology

Public Administration

Radiologic Technology

Respiratory Care

Sign Language Interpreting

Surgical Technology

Surveying and Geomatics Technology

Veterinary Technician

Visual Communications

Welding Technology

Wellness and Exercise Science

Allied health, honors, and select professional and technical students must contact the department chair or Academic Advisor for specific application information and deadlines. See the [Special Admissions](#) and/or [Selective Admissions](#) sections of this *Catalog*.

### **General Education Courses**

Every Associate of Applied Science degree plan must contain 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

## Certificate Options

### Automotive Technology

- Chassis and Drive Train
- Engine Performance

### Business Management

- Bookkeeping
- Management Specialties Leadership
- Real Estate
- Retail Management
- Small Business Management

### Certified Dental Assisting

### Child Development/Early Childhood

- Administrator's Credential
- Child Development/Early Childhood
- Preschool Teaching

### Computer Networking & Information Technology

- Cyber Security ATC
- Desktop Support Technician
- Network Technology

### Criminal Justice FOS

### Culinary Arts

- Basic Culinary
- Pastry Arts

### Diagnostic Medical Sonography

- Vascular Technology<sup>†</sup>

### Electrical/Electronic Controls Technology

- Electronic Fundamentals
- Instrumentation, Electrical and Controls Fundamentals

### Emergency Medical Service Professions (Paramedic Option)<sup>†</sup>

### Engineering Design Technology

- Computer-Aided Drafting

### Fire Protection Technology

- Basic Firefighter
- Fire Service Leadership

### Health Information Technology

- Health Information Technology Medical Coding

### Heating, Air Conditioning and Refrigeration

- Entry Level
- Advanced Level

### Human Services

- Addiction Counseling

### Medical Office Management

- Medical Insurance Coding Specialist
- Medical Office Management

### Nursing, Vocational (VNE)<sup>†</sup>

### Ophthalmic Medical Assisting<sup>†</sup>

### Public Administration

- Public Administration
- Occupational Skills Award in Public Administration
- Occupational Skills Award in Public Administration Leadership

### Respiratory Care

- Polysomnography<sup>†</sup>

### Sign Language Interpreting

- ASL Skills
- Sign Language: Healthcare
- Sign Language: Legal

### Surveying and Geomatics Technology

### Visual Communications

- Graphic Design
- Photography

### Welding Technology

- Entry Level
- Advanced Level

### Wellness and Exercise Science<sup>†</sup>

<sup>†</sup>In these programs, Certificates of Proficiency will only be awarded provided each required course is completed with a minimum grade of "C."

\*Pending THECB approval.

\*\*Pending SACSCOC approval.

It is the students' responsibility to make sure the classes listed in their specific degree plan will transfer to the receiving institution. Students are strongly encouraged to schedule an appointment with an Academic Advisor at TJC.

# Degree/Certificate Plans

## TJC Core Curriculum\*

The Core Curriculum at TJC provides students with a solid foundation of knowledge and academic skills which will assist them throughout life. Students planning to continue their education toward a baccalaureate degree can complete core curriculum courses designed to provide a sound background in the liberal arts. Students who successfully complete the TJC core curriculum can transfer that block of courses to any Texas public college or university. Articulation agreements with other Texas colleges and universities mean seamless transfer.

TJC Core requirements are in 3-hour increments. However, some courses offered, such as Mathematics and Life and Physical Sciences, are 4-hour classes. Any overflow (extra) hours above the required Core of 42 hours will apply to the degree requirements.

### COMMUNICATIONS CORE (6 HRS)

ENGL 1301	Composition I*
SPCH 1315	Public Speaking <b>OR</b>
SPCH 1321	Business & Professional Communication

### MATHEMATICS CORE (3 HRS)

MATH 1314	College Algebra
MATH 1316	Plane Trigonometry
MATH 1324	Mathematics for Business & Social Sciences
MATH 1332	Contemporary Mathematics
MATH 1342	Elementary Statistical Methods
MATH 1414	College Algebra
MATH 1442	Elementary Statistical Methods
MATH 2412	Pre-Calculus Math
MATH 2413	Calculus I

### LIFE AND PHYSICAL SCIENCES CORE (6 HRS) \*

BIOL 1406	Biology for Science Majors I
BIOL 1407	Biology for Science Majors II
BIOL 1408	Biology for Non-Science Majors I
BIOL 1409	Biology for Non-Science Majors II
BIOL 1411	General Botany
BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II
BIOL 2404	Anatomy & Physiology
BIOL 2406	Environmental Biology
CHEM 1405	Introductory Chemistry I
CHEM 1406	Introductory Chemistry I – Allied Health Emphasis
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
GEOL 1401	Earth Science
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
PHYS 1401	College Physics I
PHYS 1403	Stars and Galaxies
PHYS 1404	Solar System
PHYS 1405	Elementary Physics I
PHYS 2425	University Physics I
PHYS 2426	University Physics II

### LANGUAGE, PHILOSOPHY AND CULTURE CORE (3 HRS)

DANC 1305	World Dance
ENGL 2322	British Literature I
ENGL 2323	British Literature II

ENGL 2327	American Literature I
ENGL 2328	American Literature II
ENGL 2332	World Literature I
ENGL 2333	World Literature II
HIST 2311	Western Civilization I
HIST 2312	Western Civilization II
HUMA 1301	Introduction to Humanities I
PHIL 1301	Introduction to Philosophy
PHIL 1304	Introduction to World Religions
PHIL 2306	Introduction to Ethics

### CREATIVE ARTS CORE (3 HRS)

ARTS 1301	Art Appreciation
DANC 2303	Dance Appreciation
DRAM 1310	Theater Appreciation
MUSI 1306	Music Appreciation
MUSI 1310	American Music

### AMERICAN HISTORY CORE (6 HRS)

HIST 1301	United States History I*
HIST 1302	United States History II <b>OR</b>
HIST 2301	Texas History

### GOVERNMENT/POLITICAL SCIENCE CORE (6 HRS)

GOVT 2305	Federal Government
GOVT 2306	Texas Government

### SOCIAL AND BEHAVIORAL SCIENCES CORE (3 HRS)

COMM 1307	Introduction to Mass Communication
CRIJ 1301	Introduction to Criminal Justice
ECON 2301	Principles of Macroeconomics
GEOG 1303	World Regional Geography
PSYC 2301	General Psychology
PSYC 2314	Lifespan Growth & Development
SOCI 1301	Introduction to Sociology

### COMPONENT AREA OPTION CORE (6 HRS)

EDUC 1300	Learning Framework <b>OR</b>
COSC 1301	Introduction to Computing
ENGL 1302	Composition II <b>OR</b>
ENGL 2311	Technical & Business Writing

\*Institution requires all core complete students to take ENGL 1301, HIST 1301 and two lab sciences.

# Art

## Art AA

With the many professional fields available to artists, you should begin your career as an artist at TJC. Let us help you discover your creative voice and hone your skills towards creating inspiring, expressive, personal fine art in our 10,000-square-foot art facilities, all while being in close proximity to the Tyler Museum of Art.

Our Associate of Arts degree provides the first two years of a liberal arts education and prepares you with the sound artistic foundation required to successfully pursue an art degree at an upper level institution.

Marketable skills for this award include: creativity, critical thinking, entrepreneurial skills/risk taker, flexibility/adaptability, organizational skills and problem solving.

### Associate of Arts

#### TSI Complete

#### MAJOR COURSES

**16 CREDITS**

ARTS 1311	Design I
ARTS 1316	Drawing I
ARTS 1303	Art History I
ARTS 1304	Art History II

Select one:

ARTS 1312	Design II <b>OR</b>
ARTS 1317	Drawing II <b>OR</b>
ARTS 2316	Painting I <b>OR</b>
ARTS 2317	Painting II <b>OR</b>
ARTS 2323	Life Drawing <b>OR</b>
ARTS 2326	Sculpture <b>OR</b>
ARTS 2333	Printmaking <b>OR</b>
ARTS 2346	Ceramics I <b>OR</b>
ARTS 2347	Ceramics II

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
EDUC 1300	Learning Framework*.....	3
ARTS 1311	Design I.....	3
ARTS 1316	Drawing I.....	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
xxxx x4xx	Life and Physical Sciences Core.....	4
xxxx x3xx	Creative Arts Core**.....	3
ARTS x3xx	ARTS Elective.....	3

#### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
xxxx x3xx	Lang., Philosophy, and Culture Core.....	3
MATH x3xx	Mathematics Core.....	3
ARTS 1303	Art History I.....	3

#### FOURTH SEMESTER

GOVT 2306	Texas Government.....	3
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
ARTS 1304	Art History II.....	3
xxxx x3xx	Social and Behavioral Sciences Core.....	3
xxxx x1xx	Elective.....	1

**Total Semester Hours: 60**

*Note: Some schools may require ARTS 1317 Drawing II as a foundation art course for portfolio development and transfer credit.*

*\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.*

*\*\*Creative Arts Core: ARTS 1301 recommended*



# Automotive Technology

## **Automotive Technology, Associate of Applied Science**

The Automotive Technology program uses cutting-edge technology and highly specialized training to prepare you for a lucrative career in the automotive industry.

The automobile industry has evolved dramatically during the past two decades from mechanical to highly technical vehicles. TJC will provide state-of-the-art training and intensive hands-on experience you will need to become a successful, highly effective automotive technician. Automotive program courses will enable you to seek employment as an entry-level technician and prepare you for Automobile Service Excellence (ASE) certification.

You will be trained in an ASE-accredited Master Automobile Service Technology (MAST) program and may participate in the Mopar Career Automotive Program (CAP) LOCAL national program, which prepares you for work at a Fiat Chrysler Automobiles (FCA) dealership. You can also obtain a variety of industry certifications through our partnership with the National Coalition of Certification Centers (NC3).

Please see an academic advisor, program professor, or the department chair for details if you're interested in a career as an automotive service technician.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, customer service, problem solving, self-starter and technical skills.

## **Automotive Technology: Engine Performance, Certificate of Proficiency**

In keeping with the highly technical vehicles of today, TJC's Engine Performance certificate program offers lab facilities with state-of-the-art equipment and ASE certified instructors with real-world experience in the operations of various automotive dealerships. Automotive program courses will enable you to seek employment as an entry-level technician and prepare you for ASE certification.

Please see an academic advisor, program professor, or the department chair for details on this program.

Marketable skills for this award include: critical thinking, initiative, research and technical skills.

## **Automotive Technology: Chassis and Drive Train, Certificate of Proficiency**

TJC's Chassis and Drive Train certificate program provides you with up-to-date specialty training in many high-performance applications of diesel and automotive upgrades. You will receive hands-on repair and diagnosis of modern hi-tech diesel and gasoline powered vehicles with an emphasis on performance. Automotive program courses will enable you to seek employment as an entry-level technician and prepare you for ASE certification.

Please see an academic advisor, program professor, or the department chair for details on this program.

Marketable skills for this award include: critical thinking, detail-oriented, multi-tasking and self-starter.



## AUTOMOTIVE TECHNOLOGY

# Automotive Technology AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES

45 CREDITS

AUMT 1305	Introduction to Automotive Technology
AUMT 1407	Automotive Electrical Systems
AUMT 1419	Automotive Engine Repair
AUMT 2321	Automotive Electrical Diagnosis and Repair
AUMT 2417	Automotive Engine Performance Analysis I
AUMT 2434	Automotive Engine Performance Analysis II
AUMT 1345	Automotive Climate Control Systems
AUMT 1310	Automotive Brake Systems
AUMT 1257	Automotive Brake Systems Theory
AUMT 1416	Auto. Suspension and Steering Systems
AUMT 2413	Automotive Drive Train and Axles
AUMT 2425	Automotive Automatic Transmission and Transaxle
AUMT 2357	Automotive Alternative Fuels

### GENERAL EDUCATION REQUIREMENTS

15 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60**

### Course Sequence:

#### FIRST SEMESTER

CREDIT HOURS

AUMT 1305	Introduction to Automotive Technology ....	3
AUMT 1407	Automotive Electrical Systems .....	4
AUMT 1419	Automotive Engine Repair .....	4
ENGL 1301	Composition I .....	3

#### SECOND SEMESTER

AUMT 2321	Automotive Electrical Diagnosis .....	3
	and Repair	
AUMT 2417	Automotive Engine Performance .....	4
	Analysis I	
AUMT 2434	Automotive Engine Performance .....	4
	Analysis II	
MATH 1314	College Algebra OR.....	3
	MATH 1316 OR	
	MATH 1324 OR	
	MATH 1332 OR	
	MATH 1342	

#### SUMMER

AUMT 1345	Automotive Climate Control Systems .....	3
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#### THIRD SEMESTER

AUMT 1310	Automotive Brake Systems.....	3
AUMT 1257	Automotive Brake Systems Theory .....	2
AUMT 1416	Automotive Suspension and Steering .....	4
	Systems	
PHIL 2306	Introduction to Ethics.....	3

#### FOURTH SEMESTER

AUMT 2413	Automotive Drive Train and Axles .....	4
AUMT 2425	Automotive Automatic Transmission.....	4
	and Transaxle	
SPCH 1321	Bus. & Professional Communication OR...	3
	SPCH 1315	
xxxx x3xx	Social and Behavioral Sciences Core.....	3

#### SUMMER

AUMT 2357	Automotive Alternative Fuels .....	3
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**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the program.

All new students are required to attend automotive orientation.

Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for a required tool list.)

All required major courses must be completed with a "C" or better.

## AUTOMOTIVE TECHNOLOGY

# Engine Performance CERT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		CREDIT HOURS
AUMT 1305	Introduction to Automotive Technology ....	3
AUMT 1407	Automotive Electrical Systems.....	4
AUMT 1419	Automotive Engine Repair .....	4
SECOND SEMESTER		
AUMT 2321	Automotive Electrical Diagnosis.....	3
	and Repair	
AUMT 2417	Automotive Engine Performance.....	4
	Analysis I	
AUMT 2434	Automotive Engine Performance.....	4
	Analysis II	
SUMMER		
AUMT 1345	Automotive Climate Control Systems .....	3

**Total Semester Hours: 25**

*For Automotive Technology certificate programs:*

*NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.*

*NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the program.*

*All required AUMT courses must be completed with a "C" or better.*

*All new students are required to attend automotive orientation.*

*Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for a required tool list.)*

## AUTOMOTIVE TECHNOLOGY

# Chassis and Drive Train CERT

Certificate of Proficiency

TSI Exempt

PREREQUISITE		CREDIT HOURS
AUMT 1305	Introduction to Automotive Technology ....	3
AUMT 1407	Automotive Electrical Systems.....	4
FIRST SEMESTER		
AUMT 1310	Automotive Brake Systems.....	3
AUMT 1257	Automotive Brake Systems Theory .....	2
AUMT 1416	Automotive Suspension and Steering .....	4
	Systems	
SECOND SEMESTER		
AUMT 2413	Automotive Drive Train and Axles .....	4
AUMT 2425	Automotive Automatic Transmission.....	4
	and Transaxle	

**Total Semester Hours: 24**

*For Automotive Technology certificate programs:*

*NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.*

*NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the program.*

*All required AUMT courses must be completed with a "C" or better.*

*All new students are required to attend automotive orientation.*

*Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for a required tool list.)*

# Biology

## Biology AS

Biology is a science centered around the study of life and living organisms. The Associate of Science in biology is designed for students wishing to complete the first two years of college biology education and then transfer to a four-year institution.

Our curriculum also prepares you to work professionally in areas centered around biology. These include health professions that require an advanced degree such as medicine, dentistry, occupational therapy, optometry, pharmacy, physical therapy, physician assistant and veterinary medicine, as well as various research fields.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, interpersonal skills, team work, technical skills and time management.

### Associate of Science – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES <sup>Δ</sup> 19\* CREDITS

BIOL 1406	Biology for Science Majors I*
CHEM 1411	General Chemistry I*
BIOL 1407	Biology for Science Majors II*
CHEM 1412	General Chemistry II*
MATH 1316	Plane Trigonometry <b>OR</b>
MATH 2412	Pre-Calculus Math
CHEM 2423	Organic Chemistry I
PHYS 1401	College Physics I*

\* (Also counts as TJC core class)

#### TJC CORE CURRICULUM 41\* CREDITS

In addition to the Major Courses, the student is required to take 41 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 19

TJC Core Curriculum: 41

**Total Semester Hours: 60**

### Recommended Course Sequence:

FIRST SEMESTER		CREDIT HOURS
ENGL 1301	Composition I.....	3
BIOL 1406	Biology for Science Majors I.....	4
CHEM 1411	General Chemistry I.....	4
MATH 1314	College Algebra .....	3

SECOND SEMESTER		
ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
BIOL 1407	Biology for Science Majors II .....	4
CHEM 1412	General Chemistry II.....	4
MATH 1316	Plane Trigonometry <b>OR</b> .....	3
	MATH 2412	
EDUC 1300	Learning Framework <b>OR</b> .....	3
	COSC 1301	

THIRD SEMESTER		
GOVT 2305	Federal Government.....	3
HIST 1301	United States History I.....	3
PHYS 1401	College Physics I.....	4
CHEM 2423	Organic Chemistry I.....	4

FOURTH SEMESTER		
GOVT 2306	Texas Government .....	3
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
xxxx x3xx	Lang., Philosophy and Culture Core .....	3
xxxx x3xx	Social and Behavioral Sciences Core .....	3

### Total Semester Hours: 60

<sup>Δ</sup> Classes chosen in major must be different from courses used for Core requirements.

<sup>\*</sup>From the core choices, BIOL 1406 and 1407, CHEM 1411 and 1412 and PHYS 1401 are Major Courses for the Biology Degree. Two of the above listed classes will count toward core requirements. The others will apply toward the major.

To receive the degree, you must (a) make a minimum grade of "C" in all required math and science courses, and (b) have an overall GPA of 2.0 or greater.

# Business

## Business AA

Our business degree is designed perfectly to make transferring to a four-year degree program easier for you and lets you move forward in your specialty field of accounting, business administration, entrepreneurship, finance, international business, management or marketing.

Our curriculum provides you with a strong foundation in worldwide economy comprehension, utilization of technology to attain results, and the ability to demonstrate both technical and critical thinking skills. Also, the completion of your introductory coursework in accounting, economics, and information systems will provide you the foundation for specialized business study later in the four-year BBA degree.

The combination of a broad educational foundation and specialized study will equip you with the skills needed to enter the workforce as professionals and guide you towards a successful career in business.

Additionally, the curriculum is designed to satisfy the lower division requirements for a bachelor's degree in a specific area at four-year colleges in the state of Texas.

Marketable skills for this award include: analytical/quantitative skills, meeting deadlines, Microsoft Excel, presentation skills, problem solving and verbal communication skills.

### Associate of Arts

#### TSI Complete

#### MAJOR COURSES <sup>A</sup>

**16 CREDITS**

BUSI 1301	Business Principles
BCIS 1405	Business Computer Applications
ACCT 2301	Principles of Financial Accounting
ACCT 2302	Principles of Managerial Accounting
ECON 2302	Principles of Microeconomics

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

BUSI 1301	Business Principles .....	3
HIST 1301	United States History I.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
EDUC 1300	Learning Framework* .....	3
ENGL 1301	Composition I.....	3

#### SECOND SEMESTER

MATH 1342	Elementary Statistical Methods** <b>OR</b> MATH 1324 .....	3
HIST 1302	United States History II* .....	3
ENGL 1302	Composition II* .....	3
BCIS 1405	Business Computer Applications .....	4
xxxx x4xx	Life and Physical Sciences Core.....	4

#### THIRD SEMESTER

ACCT 2301	Principles of Financial Accounting.....	3
ECON 2301	Principles of Macroeconomics .....	3
SPCH 1321	Bus. & Professional Communication <b>OR</b> SPCH 1315 .....	3
GOVT 2305	Federal Government.....	3
xxxx x3xx	Creative Arts Core.....	3

#### FOURTH SEMESTER

ACCT 2302	Principles of Managerial Accounting.....	3
GOVT 2306	Texas Government .....	3
ECON 2302	Principles of Microeconomics .....	3
xxxx x3xx	Lang., Philosophy and Culture Core.....	3

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

\*\*University requirements may differ. Selection of math courses for transfer should be based on intended transfer senior college requirements.

Note: Universities normally require a minimum of two math courses for a Business degree.

Completion of BCIS 1405 is strongly recommended prior to enrollment in ACCT 2301 and ACCT 2302.

# Business Management

## **Business Management, Associate of Applied Science**

Business Management is about ideas and capabilities; leading, not following. Our business management program instills you with the tools and skills needed to successfully manage a business.

We engage in real-world scenarios and projects that will allow you to develop leadership as well as managerial and strategic skills, setting you up for a career in business management. Our program is ideal if you are currently employed and are looking for the knowledge and credentials to help you advance within your organization, and improves your skills as an entrepreneur. It also allows you to transfer on to a specialized four-year degree.

We provide several certificates to give you a quick path to the workforce, while maintaining the ability to complete an AAS in Business Management.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, leadership, Microsoft Excel, problem solving and strategic planning skills.

## **Business Management: Bookkeeping, Certificate of Proficiency**

Our Bookkeeping certificate program will get you well-versed in the accounting practices you need to succeed. We provide real-world scenarios involving accounts receivable, accounts payable, revenue and expenses, payroll accounting, and more. We'll help sharpen your skill set so that you can stay up on the cutting edge of technology and ahead of the competition.

Marketable skills for this award include: detail-oriented, problem solving, time management and written communication skills.

## **Business Management: Management Specialties Leadership, Certificate of Proficiency**

Our Management Specialties Leadership certificate prepares you to serve in a leadership or mentoring role within an organization. We provide insight into not only the basic principles of leadership to determine your own leadership style, but also into human resource management, organizational behavior and communicating effectively.

Marketable skills for this award include: critical thinking, initiative, leadership and team work.

## **Business Management: Real Estate, Certificate of Proficiency**

Our certificate in Real Estate Management offers you a broad-based knowledge of core areas within the real estate field. Upon completion, your foundation in real estate topics including real estate law, contracts, mathematics, finances as well as the basic principles of real estate will serve as a gateway toward a lucrative career in the real estate industry.

Marketable skills for this award include: customer service, detail-oriented, mathematics and strong work ethic.

## **Business Management: Retail Management, Certificate of Proficiency**

Retailers account for one out of every four American jobs. Our Retail Management certificate will teach you how to effectively create exciting and impactful retail environments, build brand loyalty and trust, and manage a retail business from top to bottom. We will help you learn and develop the business skills that will apply to every level of the retail industry.

Marketable skills for this award include: customer service, interpersonal skills, problem solving and strong work ethic.

## **Business Management: Small Business Management, Certificate of Proficiency**

Our Small Business Management certificate program is well-suited to support the small business owner or entrepreneur who is looking to expand and make their enterprise grow. Join our experienced faculty who will teach you the ins and outs of owning a business and prepare you for success as an entrepreneur or manager with basic planning, financial management, and marketing skills.

Marketable skills for this award include: analytical/quantitative skills, building effective relationships, critical thinking and entrepreneurial skills/risk taker.

## BUSINESS MANAGEMENT

# Business Management AAS

Associate of Applied Science

TSI Complete

MAJOR COURSES	42 CREDITS
BUSI 1301 Business Principles <b>OR</b>	
MRKG 1302 Principles of Retailing <b>OR</b>	
RELE 1406 Principles of Real Estate	
ACNT 1303 Introduction to Accounting I <b>OR</b>	
ACCT 2301 Principles of Financial Accounting	
BMGT 1327 Principles of Management	
ITSW 1304 Introduction to Spreadsheets <b>OR</b>	
COSC 1301 Introduction to Computing <b>OR</b>	
BCIS 1405 Business Computer Applications	
BUSG 1304 Financial Literacy	
HRPO 2307 Organizational Behavior	
MRKG 1311 Principles of Marketing <b>OR</b>	
ACNT 1304 Introduction to Accounting II	
ACNT 2311 Managerial Accounting <b>OR</b>	
RELE 1200 Contract Forms and Addenda	
BUSG 2309 Small Business Mgmt./Entrepreneurship	
BMGT 2310 Financial Management	
HRPO 2301 Human Resources Management	
BMGT 2309 Leadership <b>OR</b>	
ACNT 1311 Intro. to Computerized Accounting <b>OR</b>	
RELE 1211 Law of Contracts <b>OR</b>	
BUSG 1315 Small Business Operations	
MRKG 2312 e-Commerce Marketing <b>OR</b>	
ACNT 1329 Payroll & Business Tax Accounting <b>OR</b>	
RELE 2201 Law of Agency	
BMGT 2341 Strategic Management <b>OR</b>	
BUSG 1307 Entrepreneurship & Economic Development	

### Real Estate Track Only:

RELE 1219	Real Estate Finance
RELE 1325	Real Estate Mathematics

## GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 42

General Education Requirements: 18

**Total Semester Hours: 60**

## Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
BUSI 1301 Business Principles .....	3
ACNT 1303 Introduction to Accounting I <b>OR</b> .....	3
ACCT 2301	
BMGT 1327 Principles of Management .....	3
ITSW 1304 Introduction to Spreadsheets <b>OR</b> .....	3
COSC 1301 <b>OR</b>	
BCIS 1405	
ENGL 1301 Composition I .....	3
<b>SECOND SEMESTER</b>	
BUSG 1304 Financial Literacy .....	3
HRPO 2307 Organizational Behavior .....	3
BUSG 2309 Small Business Mgmt./Entrepreneurship ...	3
ACNT 2311 Managerial Accounting .....	3
SPCH 1321 <b>Bus. &amp; Professional Communication OR...</b>	3
SPCH 1315	
<b>THIRD SEMESTER</b>	
BMGT 2310 Financial Management .....	3
HRPO 2301 Human Resources Management .....	3
BMGT 2309 Leadership <b>OR</b> .....	3
BUSG 1315	
MRKG 1311 Principles of Marketing .....	3
MATH 1314 <b>College Algebra OR</b> .....	3
MATH 1332 <b>OR</b>	
MATH 1342	
ENGL 2311 <b>Technical &amp; Business Writing OR</b> .....	3
ENGL 1302	
<b>FOURTH SEMESTER</b>	
MRKG 2312 e-Commerce Marketing .....	3
BMGT 2341 Strategic Management <b>OR</b> .....	3
BUSG 1307	
ECON 2301 <b>Principles of Macroeconomics</b> .....	3
ENGL 2332 <b>World Literature I OR</b> .....	3
Creative Arts Core	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

Completion of BCIS 1405 is strongly recommended prior to enrollment in ACCT 2301 and ACCT 2302.



## BUSINESS MANAGEMENT AAS

### Bookkeeping Emphasis

#### Recommended Course Sequence:

FIRST SEMESTER		CREDIT HOURS
BUSI 1301	Business Principles.....	3
ACNT 1303	Introduction to Accounting I <b>OR</b> ACCT 2301	3
BMGT 1327	Principles of Management.....	3
ITSW 1304	Introduction to Spreadsheets <b>OR</b> COSC 1301 <b>OR</b> BCIS 1405	3
ENGL 1301	Composition I .....	3
SECOND SEMESTER		
BUSG 1304	Financial Literacy .....	3
HRPO 2307	Organizational Behavior .....	3
ACNT 2311	Managerial Accounting .....	3
BUSG 2309	Small Business Mgmt./Entrepreneurship...	3
SPCH 1321	<b>Bus. &amp; Professional Communication OR..</b> SPCH 1315	3
THIRD SEMESTER		
BMGT 2310	Financial Management .....	3
HRPO 2301	Human Resources Management.....	3
ACNT 1311	Intro. to Computerized Accounting .....	3
ACNT 1304	Introduction to Accounting II .....	3
MATH 1314	<b>College Algebra OR MATH 1332 OR MATH 1342</b>	3
ENGL 2311	Technical & Business Writing <b>OR</b> ENGL 1302	3
FOURTH SEMESTER		
ACNT 1329	Payroll and Business Tax Accounting .....	3
BMGT 2341	Strategic Management .....	3
ECON 2301	Principles of Macroeconomics .....	3
ENGL 2332	<b>World Literature I OR</b> Creative Arts Core	3

**Total Semester Hours: 60**

*Courses titled in **bold type** represent general education requirements.*

*Completion of BCIS 1405 is strongly recommended prior to enrollment in ACCT 2301 and ACCT 2302.*

## BUSINESS MANAGEMENT AAS

### Real Estate Emphasis

#### Recommended Course Sequence:

FIRST SEMESTER		CREDIT HOURS
RELE 1406	Principles of Real Estate <b>OR</b> BUSI 1301	4
ACNT 1303	Introduction to Accounting I <b>OR</b> ACCT 2301	3
BMGT 1327	Principles of Management.....	3
ITSW 1304	Introduction to Spreadsheets <b>OR</b> COSC 1301 <b>OR</b> BCIS 1405	3
ENGL 1301	Composition I .....	3
SECOND SEMESTER		
BUSG 1304	Financial Literacy .....	3
HRPO 2307	Organizational Behavior .....	3
BUSG 2309	Small Business Mgmt./Entrepreneurship...	3
RELE 1200	Contract Forms & Addenda <b>OR</b> ACNT 2311	2
SPCH 1321	<b>Bus. &amp; Professional Communication OR..</b> SPCH 1315	3
THIRD SEMESTER		
BMGT 2310	Financial Management.....	3
HRPO 2301	Human Resources Management .....	3
MRKG 1311	Principles of Marketing.....	3
RELE 1211	Law of Contracts <b>OR</b> BMGT 2309	2
MATH 1314	<b>College Algebra OR MATH 1332 OR MATH 1342</b>	3
RELE 1219	Real Estate Finance <b>OR</b> ENGL 2311 <b>OR</b> ENGL 1302	2
FOURTH SEMESTER		
RELE 2201	Law of Agency .....	2
BMGT 2341	Strategic Management.....	3
ECON 2301	Principles of Macroeconomics .....	3
ENGL 2332	<b>World Literature I OR</b> Creative Arts Core	3
RELE 1325	Real Estate Mathematics .....	3

**Total Semester Hours: 60**

*Courses titled in **bold type** represent general education requirements.*

*Completion of BCIS 1405 is strongly recommended prior to enrollment in ACCT 2301 and ACCT 2302.*

## BUSINESS MANAGEMENT AAS

### Retail Management Emphasis

#### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
MRKG 1302 Principles of Retailing <b>OR</b> .....	3
BUSI 1301	
ACNT 1303 Introduction to Accounting I <b>OR</b> .....	3
ACCT 2301	
BMGT 1327 Principles of Management.....	3
ITSW 1304 Introduction to Spreadsheets <b>OR</b> .....	3
COSC 1301 <b>OR</b>	
BCIS 1405	
ENGL 1301 Composition I .....	3

#### SECOND SEMESTER

BUSG 1304 Financial Literacy .....	3
HRPO 2307 Organizational Behavior .....	3
BUSG 2309 Small Business Mgmt./Entrepreneurship...	3
ACNT 2311 Managerial Accounting .....	3
SPCH 1321 <b>Bus. &amp; Professional Communication OR..</b>	3
SPCH 1315	

#### THIRD SEMESTER

BMGT 2310 Financial Management .....	3
HRPO 2301 Human Resources Management.....	3
BMGT 2309 Leadership .....	3
MRKG 1311 Principles of Marketing .....	3
MATH 1314 <b>College Algebra OR</b> .....	3
MATH 1332 <b>OR</b>	
MATH 1342	
ENGL 2311 Technical & Business Writing <b>OR</b> .....	3
ENGL 1302	

#### FOURTH SEMESTER

MRKG 2312 e-Commerce Marketing.....	3
BMGT 2341 Strategic Management .....	3
ECON 2301 Principles of Macroeconomics .....	3
ENGL 2332 <b>World Literature I OR</b> .....	3
Creative Arts Core	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

Completion of BCIS 1405 is strongly recommended prior to enrollment in ACCT 2301 and ACCT 2302.

## BUSINESS MANAGEMENT AAS

### Small Business Emphasis

#### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
MRKG 1302 Principles of Retailing <b>OR</b> .....	3
BUSI 1301	
ACNT 1303 Introduction to Accounting I <b>OR</b> .....	3
ACCT 2301	
BMGT 1327 Principles of Management.....	3
ITSW 1304 Introduction to Spreadsheets <b>OR</b> .....	3
COSC 1301 <b>OR</b>	
BCIS 1405	
ENGL 1301 Composition I .....	3

#### SECOND SEMESTER

BUSG 1304 Financial Literacy .....	3
HRPO 2307 Organizational Behavior .....	3
BUSG 2309 Small Business Mgmt./Entrepreneurship...	3
ACNT 2311 Managerial Accounting.....	3
SPCH 1321 <b>Bus. &amp; Professional Communication OR...</b>	3
SPCH 1315	

#### THIRD SEMESTER

BMGT 2310 Financial Management.....	3
HRPO 2301 Human Resources Management .....	3
BUSG 1315 Small Business Operations .....	3
MRKG 1311 Principles of Marketing.....	3
MATH 1314 <b>College Algebra OR</b> .....	3
MATH 1332 <b>OR</b>	
MATH 1342	
ENGL 2311 Technical & Business Writing <b>OR</b> .....	3
ENGL 1302	

#### FOURTH SEMESTER

MRKG 2312 e-Commerce Marketing .....	3
BUSG 1307 Entrepreneurship/Economic Development	3
ECON 2301 Principles of Macroeconomics .....	3
ENGL 2332 <b>World Literature I OR</b> .....	3
Creative Arts Core	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

Completion of BCIS 1405 is strongly recommended prior to enrollment in ACCT 2301 and ACCT 2302.

**BUSINESS MANAGEMENT****Bookkeeping CERT**

Certificate of Proficiency

TSI Exempt

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ACNT 1303	Introduction to Accounting I <b>OR</b> .....	3
	ACCT 2301	
ITSW 1304	Introduction to Spreadsheets <b>OR</b> .....	3
	COSC 1301 <b>OR</b>	
	BCIS 1405	
HRPO 2301	Human Resource Management.....	3
<b>SECOND SEMESTER</b>		
ACNT 1304	Introduction to Accounting II .....	3
ACNT 1311	Intro. to Computerized Accounting .....	3
ACNT 1329	Payroll and Business Tax Accounting .....	3

**Total Semester Hours: 18****BUSINESS MANAGEMENT****Management Specialties  
Leadership CERT**

Certificate of Proficiency

TSI Exempt

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
HRPO 2307	Organizational Behavior .....	3
BMGT 1327	Principles of Management.....	3
HRPO 2301	Human Resources Management.....	3
BMGT 2309	Leadership .....	3
SPCH 1321	Bus. & Professional Communication <b>OR</b> .....	3
	SPCH 1315	

**Total Semester Hours: 15****BUSINESS MANAGEMENT****Real Estate CERT**

Certificate of Proficiency

TSI Exempt

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
RELE 1406	Principles of Real Estate .....	4
RELE 1211	Law of Contracts .....	2
RELE 1200	Contract Forms and Addenda .....	2
<b>SECOND SEMESTER</b>		
RELE 1325	Real Estate Mathematics .....	3
RELE 1219	Real Estate Finance .....	2
RELE 2201	Law of Agency.....	2
RELE 2388	Internship – Real Estate <b>OR</b> .....	3
	RELE 2378	

**Total Semester Hours: 18****BUSINESS MANAGEMENT****Retail Management CERT**

Certificate of Proficiency

TSI Exempt

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
HRPO 2307	Organizational Behavior .....	3
BMGT 1327	Principles of Management.....	3
ITSW 1304	Introduction to Spreadsheets <b>OR</b> .....	3
	COSC 1301 <b>OR</b>	
	BCIS 1405	
MRKG 1311	Principles of Marketing.....	3
SPCH 1321	Bus. & Professional Communication <b>OR</b> .....	3
	SPCH 1315	
<b>SECOND SEMESTER</b>		
HRPO 2301	Human Resources Management .....	3
MRKG 1302	Principles of Retailing.....	3
ACNT 1303	Introduction to Accounting I <b>OR</b> .....	3
	ACCT 2301	

**Total Semester Hours: 24**

## BUSINESS MANAGEMENT

# Small Business Management CERT

Certificate of Proficiency

TSI Exempt

### FIRST SEMESTER

### CREDIT HOURS

ACNT 1303	Introduction to Accounting I <b>OR</b> .....	3
	ACCT 2301	
BMGT 1327	Principles of Management.....	3
BUSG 2309	Small Business Mgmt./Entrepreneurship...	3

### SECOND SEMESTER

BUSG 1307	Entrepreneurship & Economic Dev. ....	3
BUSG 1315	Small Business Operations.....	3
MRKG 2312	e-Commerce Marketing.....	3

**Total Semester Hours: 18**

# Chemistry

## Chemistry AS

The Associate of Science in chemistry is designed so that students can complete the first two years of a college chemistry degree and then transfer smoothly to a four-year institution.

Our program provides small class sizes, individual attention, and a friendly atmosphere. The labs utilize modern instrumentation comparable to that found in university classrooms.

Chemical engineering majors should refer to the TJC Associate of Science degree plan for Engineering, but substitute CHEM 2423 & CHEM 2425 for ENGR 2301 & ENGR 2302.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, mathematics, problem solving, research, team work, technical skills and written communication skills.

*NOTE: The first mathematics class in which the student enrolls is based upon placement test scores or college mathematics courses previously completed. Recommended courses are those which prepare the student to take Calculus I (MATH 2413). An advanced student who is eligible to enroll in Calculus I or higher during the first semester should meet with the chair of the chemistry department prior to the first semester.*

### Associate of Science

#### TSI Complete

#### MAJOR COURSES <sup>A</sup>

**16 CREDITS**

CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
MATH 2413	Calculus I
MATH 2414	Calculus II

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

CHEM 1411	General Chemistry I.....	4
ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
EDUC 1300	Learning Framework <b>OR</b> .....	3
	COSC 1301	
MATH 1314	College Algebra* <b>OR</b> .....	3
	MATH 1316* <b>OR</b>	
	MATH 2412*	

#### SECOND SEMESTER

CHEM 1412	General Chemistry II.....	4
ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
MATH 2413	Calculus I.....	4

#### THIRD SEMESTER

CHEM 2423	Organic Chemistry I.....	4
GOVT 2305	Federal Government.....	3
MATH 2414	Calculus II.....	4
xxxx x3xx	Creative Arts Core.....	3

#### FOURTH SEMESTER

CHEM 2425	Organic Chemistry II.....	4
GOVT 2306	Texas Government.....	3
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
xxxx x3xx	Lang., Philosophy and Culture Core.....	3
xxxx x3xx	Social and Behavioral Sciences Core.....	3

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

Enrollment in CHEM 1411 requires concurrent enrollment in college algebra or credit for this course with a "C" or better.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

# Child Development/Early Childhood

## **Child Development/Early Childhood, Associate of Applied Science**

If you have a desire to work with children and families, then the Child Development and Early Childhood program would like to welcome you.

The Child Development and Early Childhood AAS degree program provides you the foundation to pursue further education in the fields of Child Development, Family Studies and Human Development. It also prepares you to be a lead teacher in and/or a director of quality early care and education programs.

With focus on the practical application of current theory, we will show you how to provide a safe and nurturing environment that promotes physical, social, emotional and cognitive development of young children. Begin shaping the minds of our future at TJC and discover all the wonder of early childhood education.

Marketable skills for this award include: building effective relationships, computer skills + typing, customer service, mathematics, strong work ethic, team work, time management, verbal communication skills, Word + Office and written communication skills.

## **Child Development/Early Childhood: Child Development/Early Childhood, Certificate of Proficiency**

Skilled professionals in early childhood and child development fields are in high demand!

Our certificate program prepares you to be a lead teacher and/or a director of quality early care and education programs. Once complete, you can enjoy the rewarding profession of working in a variety of early childhood professions.

Start your future with us and we will show you how to provide a safe and nurturing environment that promotes physical, emotional, social and cognitive development of young children.

Marketable skills for this award include: building effective relationships, computer skills + typing, customer service, mathematics, strong work ethic, team work, time management, verbal communication skills, Word + Office and written communication skills.

## **Child Development/Early Childhood: Administrator's Credential, Certificate of Proficiency**

If you want to become a director of a quality early childhood program, then TJC has the right program for you.

The Administrator's Credential Certificate of Proficiency meets the high demands of a rapidly growing field and we provide you the necessary academic training to launch your career as a director in child development.

Earning a certificate from TJC qualifies you to be an early childhood administrator. With the knowledge you'll gain from TJC, you'll be on the right track to managing an early childhood facility or operating and owning your own.

Marketable skills for this award include: analytical/quantitative skills, building effective relationships, computer skills + typing, critical thinking, customer service, flexibility/adaptability, initiative, interpersonal skills, leadership, listener, mathematics, meeting deadlines, organizational skills, problem solving, project management, research, strategic planning skills, strong work ethic, supervisory skills, tactfulness, team work, time management, verbal communication skills, Word + Office and written communication skills.

## **Child Development/Early Childhood: Preschool Teaching, Certificate of Proficiency**

The first eight years of a child's life are essential to their future academic journey. This is why it is imperative that preschool teachers are equipped with the best knowledge and skill in early child development.

With the high demand for skilled professionals in child development, our Preschool Teaching certificate provides you with the best knowledge and training necessary to obtain employment in the early care and education field.

Come learn how to provide a safe and nurturing environment that promotes physical, social emotional and cognitive development of young children birth to five years of age.

Marketable skills for this award include: interpersonal skills, listener, multi-tasking, organizational skills, team work, time management, verbal communication skills, Word + Office and written communication skills.



## CHILD DEVELOPMENT/EARLY CHILDHOOD

# Child Development/Early Childhood AAS

Associate of Applied Science

TSI Complete

MAJOR COURSES	36 CREDITS
CDEC 1311	Educating Young Children
CDEC 1313	Curriculum Resources for Early Childhood Programs
CDEC 1319	Child Guidance
CDEC 2326	Administration of Programs for Children I
CDEC 1303	Families, School & Community
CDEC 1318	Wellness of the Young Child
CDEC 1321	The Infant and Toddler
CDEC 2328	Administration of Programs for Children II
CDEC 2374	Preschool Children: Learning Environments, Activities and Materials
CDEC 1354	Child Growth and Development
CDEC 1359	Children with Special Needs
CDEC 2384	Cooperative Education – Child Development

### GENERAL EDUCATION REQUIREMENTS 24 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 36

General Education Requirements: 24

**Total Semester Hours: 60**

Note: CDEC 1303, 1311 and 1318 content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibility standards which requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. **Students living in the TJC Service area will complete the required field experiences at TJC's Laboratory School, the Family Learning Center of Tyler. Those living outside of the TJC Service area will complete the required field experiences at an approved center in their service area. Students are responsible for transportation.**

### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
CDEC 1311	Educating Young Children .....3
CDEC 1313	Curriculum Resources. for Early Childhood Programs .....3
CDEC 1319	Child Guidance .....3
CDEC 2326	Administration of Programs for Children I .....3
<b>EDUC 1300</b>	<b>Learning Framework.....3</b>
SECOND SEMESTER	
CDEC 1303	Families, School & Community.....3
CDEC 1318	Wellness of the Young Child .....3
CDEC 1321	The Infant and Toddler .....3
CDEC 2328	Administration of Programs for Children II .....3
CDEC 2374	Preschool Children: Learning Environments, Activities and Materials .....3
SUMMER I	
<b>GOVT 2306</b>	<b>Texas Government.....3</b>
<b>PSYC 2301</b>	<b>General Psychology .....3</b>
THIRD SEMESTER	
CDEC 1354	Child Growth and Development .....3
CDEC 1359	Children with Special Needs .....3
<b>ENGL 1301</b>	<b>Composition I .....3</b>
<b>MATH 1314</b>	<b>College Algebra OR.....3</b>
	<b>MATH 1316 OR</b>
	<b>MATH 1332 OR</b>
	<b>MATH 1342</b>
FOURTH SEMESTER	
<b>ENGL 1302</b>	<b>Composition II .....3</b>
<b>SPCH 1315</b>	<b>Public Speaking .....3</b>
CDEC 2384	Cooperative Education .....3
	Child Development
<b>ARTS 1301</b>	<b>Art Appreciation OR .....3</b>
	<b>DRAM 1310 OR</b>
	<b>MUSI 1306</b>

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

CDEC Courses are offered in a FALL or SPRING semester; therefore, a student should verify the course offering schedule with an academic advisor or the CDEC Department Chair.

All CDEC courses have a required textbook.

Please see [www.tjc.edu](http://www.tjc.edu) for articulation agreements concerning this degree.

\*Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.

## CHILD DEVELOPMENT/EARLY CHILDHOOD

# Child Development/Early Childhood CERT

Certificate of Proficiency

TSI Reading & Writing Complete

FIRST SEMESTER	CREDIT HOURS
CDEC 1311 Educating Young Children.....	3
CDEC 1313 Curriculum Resources. for Early Childhood Programs	3
CDEC 1319 Child Guidance.....	3
CDEC 2326 Administration of Programs for Children I	3

## SECOND SEMESTER

CDEC 1303 Families, School & Community .....	3
CDEC 1318 Wellness of the Young Child.....	3
CDEC 1321 The Infant and Toddler <b>OR</b> CDEC 2374	3
CDEC 2328 Administration. of Programs for Children II	3

## SUMMER

SPCH 1315 Public Speaking .....	3
ENGL 1301 Composition I .....	3

## THIRD SEMESTER

CDEC 1354 Child Growth and Development .....	3
CDEC 1359 Children with Special Needs.....	3
CDEC 2384 Cooperative Education.....	3
ARTS 1301 Art Appreciation <b>OR</b> DRAM 1310 <b>OR</b> MUSI 1306	3

**Total Semester Hours: 42**

Courses titled in **bold type** represent general education requirements.

CDEC 2384 is the Capstone for this certificate.

CDEC Courses are offered in a FALL or SPRING semester; therefore, a student should verify the course offering schedule with an academic advisor or the CDEC Department Chair.

All CDEC courses have a required textbook.

CDEC 1303, 1311 and 1318 content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibility standards which requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. **Students living in the TJC Service area will complete the required field experiences at TJC's Laboratory School, the Family Learning Center of Tyler. Those living outside of the TJC Service area will complete the required field experiences at an approved center in their service area. Students are responsible for transportation.**

\*Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.

## CHILD DEVELOPMENT/EARLY CHILDHOOD

# Administrator's Credentials CERT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	CREDIT HOURS
CDEC 1311 Educating Young Children .....	3
CDEC 1313 Curriculum Resources. for Early Childhood Programs	3
CDEC 1319 Child Guidance.....	3
CDEC 2326 Administration of Programs for Children I	3

## SECOND SEMESTER

CDEC 1303 Families, School & Community.....	3
CDEC 1318 Wellness of the Young Child .....	3
CDEC 1321 The Infant and Toddler <b>OR</b> CDEC 2374	3
CDEC 2328 Administration of Programs for Children II	3

**Total Semester Hours: 24**

CDEC 2328 is the Capstone for this certificate.

CDEC Courses are offered in a FALL or SPRING semester; therefore, a student should verify the course offering schedule with an academic advisor or the CDEC Department Chair.

All CDEC courses have a required textbook.

CDEC 1303, 1311 and 1318 content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibility standards which requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. **Students living in the TJC Service area will complete the required field experiences at TJC's Laboratory School, the Family Learning Center of Tyler. Those living outside of the TJC Service area will complete the required field experiences at an approved center in their service area. Students are responsible for transportation.**

\*Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.

## CHILD DEVELOPMENT/EARLY CHILDHOOD

# Preschool Teaching CERT

Certificate of Proficiency

TSI Exempt

### FIRST SEMESTER

### CREDIT HOURS

CDEC 1311	Educating Young Children.....	3
CDEC 1313	Curriculum Resources. for Early ..... Childhood Programs	3
CDEC 1319	Child Guidance.....	3
CDEC 2326	Administration. of Programs for ..... Children I	3

### SECOND SEMESTER

CDEC 1303	Families, School & Community .....	3
CDEC 1318	Wellness of the Young Child.....	3
CDEC 1321	The Infant and Toddler .....	3
CDEC 2374	Preschool Children: Learning..... Environments, Activities and Materials	3

**Total Semester Hours: 24**

*CDEC 2374 is the Capstone for this certificate.*

*CDEC Courses are offered in a FALL or SPRING semester; therefore, a student should verify the course offering schedule with an academic advisor or the CDEC Department Chair.*

*CDEC 1303, 1311 and 1318 content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibility standards which requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. **Students living in the TJC Service area will complete the required field experiences at TJC's Laboratory School, the Family Learning Center of Tyler. Those living outside of the TJC Service area will complete the required field experiences at an approved center in their service area. Students are responsible for transportation.***

*\*Note: Students enrolling in the child development/early childhood program will be subject to a criminal background check.*

# Communications

## **Communications: Advertising/Public Relations, Associate of Arts**

Our Public Relations and Advertising degree is an ideal choice if you are a go-getter, take initiative and are exceptional at multitasking.

With our program, you will learn how to operate in a professional environment while executing marketing plans or strategies and developing advertising materials.

The TJC Communications Advertising/Public Relations degree, while providing the first two years of a liberal arts education, is an excellent stepping stone to a long and prosperous career.

Marketable skills for this award include: creativity, detail-oriented, meeting deadlines, presentation skills, project management, team work, Adobe InDesign, Photoshop and Illustrator.

## **Communications: Journalism/Mass Communication, Associate of Arts**

Journalism/Mass Communication is a thrilling and dynamic career that is essential to the livelihood of a progressive and knowledgeable society.

We offer you a unique educational experience by teaching you the general media literacy skills required in our media-saturated society as well as specific skill-sets applicable to the emerging technologically-driven marketplace.

The TJC Communications Journalism/Mass Communication degree, while providing the first two years of a liberal arts education, is an excellent stepping stone to a long and prosperous career. Start getting your first-hand job experience at TJC with our student publication and website.

Marketable skills for this award include: critical thinking, detail-oriented, meeting deadlines, organizational skills, research, written communication skills, Adobe InDesign and Photoshop.

## **Communications: Radio & Television Broadcasting/Broadcast Journalism, Associate of Arts**

Broadcast Journalism is an exciting career that is essential to gathering information on a daily basis and sharing it with others. Our Broadcast Journalism degree program teaches you how to use modern digital communication tools, which combine responsible reporting practices and the latest multimedia technologies to create stories that enlighten, engage and influence a global audience.

We offer specialization in the radio and television fields. Let us show you what makes a broadcast reporter successful. Gain expert knowledge about the industry and get significant hands-on training with our student media outlet.

The TJC Communications Radio & Television Broadcasting/Broadcast Journalism degree, while providing the first two years of a liberal arts education, is an excellent stepping stone to a long and prosperous career in this exciting field.

Marketable skills for this award include: creativity, detail-oriented, meeting deadlines, presentation skills, verbal communication skills, written communication skills and Adobe Premiere.

## **Communications: Speech, Associate of Arts**

The ability to communicate effectively and articulate well are exceptional advantages not only for your career, but throughout life as well. Our associate of arts in speech communication can help you build outstanding communication skills that prepare you for a successful future.

This program will help you navigate diverse communication styles, think critically to make well-reasoned decisions and develop high-impact presentations that will give you an edge not only professionally, but personally. Gain valuable knowledge from our highly-experienced staff.

With a degree in speech, we provide you the first two years of a liberal arts education, and an excellent stepping stone to a long and prosperous career in this exciting field.

Marketable skills for this award include: critical thinking, interpersonal skills, organizational skills, presentation skills, team work and verbal communication skills.

## COMMUNICATIONS

# Advertising/Public Relations AA

Associate of Arts – (Includes Field of Study Courses)

TSI Complete

### MAJOR COURSES <sup>Δ</sup> 16 CREDITS

COMM 2328	Advertising Art I
COMM 2311	Media Writing
COMM 2330	Introduction to Public Relations
COMM 2305	Editing and Layout <b>OR</b>
COMM 2389	Academic Cooperative
COMM 2327	Introduction to Advertising

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16  
TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

ENGL 1301	Composition I.....	3
MATH xxxx	Mathematics Core.....	3
EDUC 1300	Learning Framework*.....	3
COMM 1307	Introduction to Mass Communication*.....	3
COMM 2328	Advertising Art I.....	3

#### SECOND SEMESTER

SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
COMM 2311	Media Writing.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
xxxx x3xx	Lang., Philosophy and Culture Core.....	3

#### THIRD SEMESTER

HIST 1301	United States History I.....	3
GOVT 2305	Federal Government.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
COMM 2330	Introduction to Public Relations.....	3
COMM 2305	Editing & Layout <b>OR</b> .....	3
	COMM 2389	

#### FOURTH SEMESTER

HIST1302	United States History II <b>OR</b> .....	3
	HIST 2301	
GOVT 2306	Texas Government.....	3
COMM 2327	Introduction to Advertising.....	3
xxxx x3xx	Creative Arts Core.....	3
xxxx x1xx	Elective.....	1

**Total Semester Hours: 60**

<sup>Δ</sup> Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

NOTE: Some courses are only offered during Fall semester or Spring semester but not both. Please plan accordingly.

## COMMUNICATIONS

# Journalism/Mass Communication AA

Associate of Arts – (Includes Field of Study Courses)

TSI Complete

### MAJOR COURSES <sup>A</sup> 16 CREDITS

COMM 1335	Introduction to Electronic Media
COMM 2311	Media Writing
COMM 2305	Editing and Layout <b>OR</b>
COMM 1316	News Photography I
COMM 2315	News Reporting
COMM 2339	Writing for Radio, Television and Film <b>OR</b>
COMM 2389	Academic Cooperative

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

ENGL 1301	Composition I.....	3
MATH xxxx	Mathematics Core .....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
EDUC 1300	Learning Framework** .....	3
COMM 1307	Introduction to Mass Communication* .....	3

#### SECOND SEMESTER

SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
xxxx x4xx	Life and Physical Sciences Core.....	4
xxxx x3xx	Creative Arts Core.....	3
COMM 1335	Introduction to Electronic Media.....	3

#### THIRD SEMESTER

xxxx x3xx	Lang., Philosophy and Culture Core.....	3
HIST 1301	United States History I.....	3
GOVT 2305	Federal Government.....	3
COMM 2311	Media Writing .....	3
COMM 2305	Editing & Layout <b>OR</b> .....	3
	COMM 1316	

#### FOURTH SEMESTER

HIST1302	United States History II <b>OR</b> .....	3
	HIST 2301	
GOVT 2306	Texas Government .....	3
COMM 2315	News Reporting .....	3
COMM 2339	Writing for Radio, Television & Film <b>OR</b> .....	3
	COMM 2389	
xxxx x1xx	Elective .....	1

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*From the core choices, COMM 1307 is required.

\*\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

NOTE: Some courses are only offered during Fall semester or Spring semester but not both. Please plan accordingly.



## COMMUNICATIONS

# Radio & Television Broadcasting/Broadcast Journalism AA

Associate of Arts – (Includes Field of Study Courses)

TSI Complete

### MAJOR COURSES <sup>Δ</sup> 16 CREDITS

COMM 1335	Introduction to Electronic Media
COMM 2331	Radio/Television Announcing <b>OR</b>
COMM 2389	Academic Cooperative
COMM 1336	Video Production I
COMM 2303	Audio Production
COMM 2339	Writing for Radio, Television and Film

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16  
TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

ENGL 1301	Composition I.....	3
MATH xxxx	Mathematics Core .....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
EDUC 1300	Learning Framework** .....	3
COMM 1307	Introduction to Mass Communication* .....	3

#### SECOND SEMESTER

SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
xxxx x4xx	Life and Physical Sciences Core.....	4
xxxx x3xx	Creative Arts Core.....	3
COMM 1335	Introduction to Electronic Media.....	3

#### THIRD SEMESTER

xxxx x3xx	Lang., Philosophy and Culture Core.....	3
HIST 1301	United States History I.....	3
GOVT 2305	Federal Government.....	3
COMM 2331	Radio/Television Announcing <b>OR</b> .....	3
	COMM 2389	
COMM 1336	Video Production I.....	3

#### FOURTH SEMESTER

HIST1302	United States History II <b>OR</b> .....	3
	HIST 2301	
GOVT 2306	Texas Government .....	3
COMM 2303	Audio Production .....	3
COMM 2339	Writing for Radio, Television and Film.....	3
xxxx x1xx	Elective .....	1

**Total Semester Hours: 60**

<sup>Δ</sup> Classes chosen in major must be different from courses used for Core requirements.

\*From the core choices, COMM 1307 is required.

\*\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

NOTE: Some courses are only offered during Fall semester or Spring semester but not both. Please plan accordingly.

## COMMUNICATIONS

# Speech AA

Associate of Arts – (Includes Field of Study Courses)

TSI Complete

### MAJOR COURSES <sup>Δ</sup> 16 CREDITS

SPCH 1311	Introduction to Speech Communication
SPCH 1315	Public Speaking (TJC core class)
SPCH 1318	Interpersonal Communication
SPCH 1321	Business & Professional Comm. (TJC core class)
(Note: Either SPCH 1315 or SPCH 1321 will be used to fulfill the core curriculum requirement. Both are required for the award.)	

Select two:

- SPCH 1342 Voice & Diction **OR**  
SPCH 2333 Discussion & Small Group Comm. **OR**  
SPCH 2341 Oral Interpretation

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

SPCH 1311	Introduction to Speech Communication .....	3
SPCH 1315	Public Speaking ** .....	3
HIST 1301	United States History I .....	3
EDUC 1300	Learning Framework* .....	3
MATH xxxx	Mathematics Core .....	3

#### SECOND SEMESTER

ENGL 1301	Composition I .....	3
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
xxxx x4xx	Life and Physical Sciences Core .....	4
SPCH 1318	Interpersonal Communication .....	3
SPCH 1321	Bus. & Professional Communication** .....	3

#### THIRD SEMESTER

GOVT 2305	Federal Government .....	3
xxxx x4xx	Life and Physical Sciences Core .....	4
xxxx x3xx	Social and Behavioral Sciences Core .....	3
SPCH x3xx	Speech Elective .....	3
xxxx x1xx	Elective .....	1

#### FOURTH SEMESTER

GOVT 2306	Texas Government .....	3
ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
SPCH x3xx	Speech Elective .....	3
xxxx x3xx	Creative Arts Core .....	3
xxxx x3xx	Lang., Philosophy and Culture Core .....	3

**Total Semester Hours: 60**

<sup>Δ</sup> Classes chosen in field of study must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

\*\*Note: Either SPCH 1315 or SPCH 1321 will be used to fulfill the core curriculum requirement. Both are required for the award.

# Computer Networking and Information Technology

## **Network Technology, Associate of Applied Science**

Wide Area Networks (WAN) continue to grow in complexity as technology evolves and the demand for highly trained networking experts increases daily. At TJC, you will receive current knowledge to enter this growing industry.

Our AAS in Networking Engineering will enable you to design and implement a variety of computer and information networks. Additionally, these skills will allow you to maximize reliability and quality of service on existing or new networks, as well as improve network security and provide a range of application-oriented solutions.

Once completed, our curriculum will let you move forward in your IT career pursuits.

Marketable skills for this award include: customer service, problem solving, team work and technical skills.

## **Network Technology, Certificate of Proficiency**

With the continued growth in complexity of Wide Area Networks, the demand for highly trained networking experts increases daily.

Join our program and learn how to design and implement a variety of computer and information networks. Additionally, learn skills that will allow you to maximize reliability and quality of service on existing or new networks, as well as improve network security and provide a range of application-oriented solutions.

Our Network Engineering certification program will enable you to meet current and future job responsibilities, as well as continue your education in this field.

Marketable skills for this award include: customer service, problem solving, team work and technical skills.

## **Desktop Support Technician, Certificate of Proficiency**

Our Desktop Support Technician certification program prepares you for a career as a computer support specialist.

Helpdesk technicians are an integral part of the computer software and technology business because they are a bridge between the customer and the support technician.

Once completed, our program will allow you to help others resolve their computer issues related to the use of computer hardware and software, including printing, installation, word processing, electronic mail and operating systems.

Marketable skills for this award include: customer service, problem solving, team work and technical skills.

## **Cyber Security, Advanced Technical Certificate**

The information systems that business, government agencies and other institutions depend on for their successful operations continue to be targets for intrusion and disruption by a variety of bad actors. The information technology field needs trained cyber security experts to defend systems against these malicious activities.

The advanced technical certificate in cyber security provides training in the basic knowledge and technical skills needed by IT support professionals to help combat the threats posed by cyber hackers and others seeking unauthorized access to information systems.

Marketable skills for this award include: critical thinking, problem solving, team work and technical skills.

# Network Technology AAS

Associate of Applied Science

TSI Complete

## MAJOR COURSES 45 CREDITS

ITSC 1305	Introduction to PC Operating Systems
ITNW 1325	Fundamentals of Networking Technologies
ITSC1325	Personal Computer Hardware
COSC 1301	Introduction to Computing
ITSC 1321	Intermediate PC Operating Systems
ITSY 1300	Fundamentals of Information Security
ITCC 1314	CCNA 1: Introduction to Networks
ITNW 1358	Network +
ITCC 1344	CCNA 2: Switching, Routing and Wireless Essentials
ITMT 2373	Windows Server Administration I
ITSY 1342	Information Technology Security
ITCC 2320	CCNA 3: Enterprise Networking, Security and Automation
ITMT 2374	Windows Server Administration II
EECT 1300	Technical Customer Service
ITSC 2387	Internship, Comp. Info. Sciences <b>OR</b>
ITNW 2354	Internet/Intranet Server

## GENERAL EDUCATION REQUIREMENTS 15 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60**

## Recommended Course Sequence:

### FIRST SEMESTER CREDIT HOURS

ITSC 1305	Introduction to PC Operating Systems.....3
ITNW 1325	Fundamentals of Networking Technologies.....3
ITSC1325	Personal Computer Hardware.....3
COSC 1301	Introduction to Computing .....3
<b>MATH 1332</b>	<b>Contemporary Mathematics OR.....3</b> <b>Higher level mathematics course</b>

### SECOND SEMESTER

ITSC 1321	Intermediate PC Operating Systems.....3
ITSY 1300	Fundamentals of Information Security.....3
ITCC 1314	CCNA 1: Introduction to Networks .....3
ITNW 1358	Network + .....3
<b>xxxx x3xx</b>	<b>Social and Behavioral Sciences Core.....3</b>

### THIRD SEMESTER

ITCC 1344	CCNA 2: Switching, Routing and Wireless.3 Essentials
ITMT 2373	Windows Server Administration I .....3
ITSY 1342	Information Technology Security .....3
<b>ENGL 1301</b>	<b>Composition I.....3</b>
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication OR ..3</b> <b>SPCH 1315</b>

### FOURTH SEMESTER

ITCC 2320	CCNA 3: Enterprise Networking, Security, 3 and Automation
ITMT 2374	Windows Server Administration II .....3
EECT 1300	Technical Customer Service .....3
ITSC 2387	Internship, Computer Info. Sciences <b>OR.....3</b> ITNW 2354
<b>xxxx x3xx</b>	<b>Lang., Philosophy and Culture Core OR ....3</b> <b>Creative Arts Core</b>

**Total Semester Hours: 60**Courses titled in **bold type** represent general education requirements.

COMPUTER NETWORKING AND INFORMATION  
TECHNOLOGY

## Network Technology CERT

Certificate of Proficiency

TSI Reading & Writing Complete

FIRST SEMESTER	CREDIT HOURS
----------------	--------------

ITSC 1305	Introduction to PC Operating Systems***	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC1325	Personal Computer Hardware	3
COSC 1301	Introduction to Computing	3

SECOND SEMESTER	CREDIT HOURS
-----------------	--------------

ITSC 1321	Intermediate PC Operating Systems	3
ITSY 1300	Fundamentals of Information Security	3
ITCC 1314	CCNA 1: Introduction to Networks	3
ITNW 1358	Network +	3

THIRD SEMESTER	CREDIT HOURS
----------------	--------------

ITCC 1344	CCNA 2: Switching, Routing and Wireless Essentials	3
ITSY 1342	Information Technology Security	3
ITMT 2373	Windows Server Administration I	3

FOURTH SEMESTER	CREDIT HOURS
-----------------	--------------

ITCC 2320	CCNA 3: Enterprise Networking, Security, and Automation	3
ITMT 2374	Windows Server Administration II	3
EECT 1300	Technical Customer Service	3
ITSC 2387	Internship, Computer Info. Sciences OR	3
ITNW 2354		

**Total Semester Hours: 45**

COMPUTER NETWORKING AND INFORMATION  
TECHNOLOGY

## Desktop Support Technician CERT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER	CREDIT HOURS
----------------	--------------

ITSC 1305	Introduction to PC Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC1325	Personal Computer Hardware	3
COSC 1301	Introduction to Computing	3

SECOND SEMESTER	CREDIT HOURS
-----------------	--------------

ITSC 1321	Intermediate PC Operating Systems	3
ITSY 1300	Fundamentals of Information Security	3
EECT 1300	Technical Customer Service	3
ITNW 1358	Network +	3

**Total Semester Hours: 24**

COMPUTER NETWORKING AND INFORMATION  
TECHNOLOGY

## Cyber Security ATC

Advanced Technical Certificate

**PREREQUISITE**

Associate Degree in Network Technology

FIRST SEMESTER	CREDIT HOURS
----------------	--------------

ITDF 1400	Introduction to Digital Forensics	4
ITSY 2442	Incident Response & Handling	4

SECOND SEMESTER	CREDIT HOURS
-----------------	--------------

ITSY 2441	Security Management Practices	4
ITSY 2443	Computer System Forensics	4

**Total Semester Hours: 16**

# Computer Science

## Computer Science AS

Get the knowledge and expertise you need to shine with our associate of science degree in computer science. You will gain hands-on experience and learn both entry-level and advanced computer skills that will open doors of endless opportunities for you.

Learn a broad college curriculum that prepares you for work in a wide variety of computer professions, such as systems analyst, computer programmer, computer engineer and computer scientist. We will provide you the opportunity to learn a sound foundation in communications, problem-solving and other core competencies to become a well-rounded computing professional in one of the world's fastest growing industries.

Come earn your Computer Science degree with us. It is guaranteed to transfer to a computer science bachelor's degree program at any public college or university in Texas.

Marketable skills for this award include: analytical/quantitative skills, computer skills + typing, detail-oriented, mathematics, problem solving and technical skills.

### Associate of Science – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES

**36 CREDITS**

COSC 1436	Programming Fundamentals I
MATH 2413	Calculus I <i>(also counts as TJC core class)</i>
COSC 2325	Computer Organization
MATH 2414	Calculus II
PHYS 2425	University Physics I <i>(also counts as TJC core class)</i>
COSC 1437	Programming Fundamentals II
PHYS 2426	University Physics II <i>(also counts as TJC core class)</i>
MATH 2305	Discrete Mathematics
COSC 2436	Programming Fundamentals III

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.\*\*

#### TJC CORE CURRICULUM

**24 CREDITS**

In addition to the Major Courses, the student is required to take 24 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 36

TJC Core Curriculum: 24

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

COSC 1436	Programming Fundamentals I .....	4
ENGL 1301	Composition I.....	3
MATH 2413	Calculus I .....	4
HIST 1301	United States History I.....	3

#### SECOND SEMESTER

COSC 2325	Computer Organization .....	3
MATH 2414	Calculus II .....	4
PHYS 2425	University Physics I .....	4
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	

#### THIRD SEMESTER

COSC 1437	Programming Fundamentals II.....	4
GOVT 2305	Federal Government.....	3
PHYS 2426	University Physics II .....	4
MATH 2305	Discrete Mathematics.....	3
xxxx x3xx	Social and Behavioral Sciences Core .....	3

#### FOURTH SEMESTER

COSC 2436	Programming Fundamentals III .....	4
GOVT 2306	Texas Government .....	3
xxxx x3xx	Lang., Philosophy and Culture Core.....	3
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
xxxx x2xx	Elective** .....	2

**Total Semester Hours: 60**

\*\*ARTS 1301, DANC 2303, DRAM 1310, MUSI 1306 or MUSI 1310 is recommended in order to complete the TJC core curriculum as well as the Field of Study curriculum.

Note: It is recommended that students complete the math sequence, physics sequence, and computer science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.



# Criminal Justice

## **Criminal Justice, Associate of Arts**

Trained and educated law enforcement, correctional, probation and parole officers play important roles in serving and protecting citizens. Our degree is also a great start for anyone wishing to become a lawyer, as it introduces students into the world of criminal justice.

Our Associate of Art degree in Criminal Justice is designed for those wishing to major in criminal justice and later obtain their bachelor's degree. We provide you with a theoretical and practical understanding of the American Criminal Justice System by teaching the complex aspects of crime and criminal justice.

Our faculty members include former police officers, federal law enforcement officers, police chiefs, crime scene investigators, homicide detectives and attorneys; with a combined 200 years of real-world Criminal Justice experience! If you are looking for a career field that can both change your life and the lives of others, come join the TJC Criminal Justice program.

Marketable skills for this award include: critical thinking, interpersonal skills, problem solving, strong work ethic, verbal communication skills and written communication skills.

## **Criminal Justice – Field of Study, Certificate of Proficiency**

As a stepping stone toward completion of an Associate's degree, our program has an 18-semester hour Certificate of Proficiency in Criminal Justice. These courses make up the Criminal Justice curriculum found in the AA-Field of Study and give our students their initial credential that can assist in their gaining employment with a law enforcement agency.

Marketable skills for this award include: critical thinking, interpersonal skills, problem solving and written communication skills.

## **Criminal Justice, Law Enforcement Investigations, Associate of Applied Science**

One of the growing interests today is the area of criminal investigations, especially as they are related to the field of crime scene or forensic investigations. The need for proper investigations and uses of crime scene forensics is at an all-time high.

The Associate of Applied Science in Law Enforcement Investigations is intended for those who wish to seek employment with a law enforcement agency upon graduation.

We instill in our students the sharp and instinctive skills needed to become a criminal investigator. More importantly, we incorporate specialized courses in the field of criminal investigations, including basic field work in crime scene processing. Our program's emphasis is to provide you the basic background skills needed to become a criminal investigator.

Marketable skills for this award include: critical thinking, interpersonal skills, organizational skills, problem solving, team work and written communication skills.

## CRIMINAL JUSTICE

# Criminal Justice AA

Associate of Arts – (Includes Field of Study Courses)

TSI Complete

### MAJOR COURSES 16 CREDITS

CRIJ 1301	Introduction to Criminal Justice
CRIJ 1306	Court Systems and Practices
CRIJ 1310	Fundamentals of Criminal Law
CRIJ 2313	Correctional Systems and Practices
CRIJ 2328	Police Systems and Practices

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

ENGL 1301	Composition I.....	3
CRIJ 1301	Introduction to Criminal Justice.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
HIST 1301	United States History I.....	3
EDUC 1300	Learning Framework*.....	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311.....	
HIST 1302	United States History II*.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
CRIJ 1306	Court Systems and Practices.....	3
CRIJ 1310	Fundamentals of Criminal Law.....	3

#### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
MATH 1314	College Algebra* <b>OR</b> .....	3
	MATH 1332* <b>OR</b> .....	
	MATH 1342*.....	
xxxx x3xx	Lang., Philosophy and Culture Core.....	3
xxxx x3xx	Creative Arts Core.....	3
CRIJ 2328	Police Systems and Practices.....	3

#### FOURTH SEMESTER

GOVT 2306	Texas Government.....	3
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321.....	
xxxx x3xx	Social and Behavioral Sciences Core.....	3
CRIJ 2313	Correctional Systems and Practices.....	3
xxxx x1xx	Elective**.....	1

**Total Semester Hours: 60**

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

\*\*Select any number of elective hours needed to bring the total semester hours to no fewer than 60. Criminal Justice majors wishing to seek employment in either Probation or Parole are encouraged to take CRIJ 1307, CRIJ 1313 or CRIJ 2301 as their elective. Majors wishing to seek employment in a Law Enforcement-related field are encouraged to take either CRIJ 2314 or CRIJ 2323 as their elective.

All Criminal Justice majors transferring to a university to seek a baccalaureate degree in Criminal Justice should see an academic or faculty advisor as soon as possible to develop a degree plan. Students are strongly encouraged to check senior college degree requirements as well as work closely with their academic or faculty advisor at TJC and the university to which they plan to transfer. University requirements differ.

## CRIMINAL JUSTICE

# Criminal Justice Field of Study CERT

### Certificate of Proficiency

#### TSI Complete

#### FIRST SEMESTER

#### CREDIT HOURS

CRIJ 1301	Introduction to Criminal Justice .....	3
CRIJ 1310	Fundamentals of Criminal Law .....	3
CRIJ 2328	Police Systems and Practices .....	3

#### SECOND SEMESTER

CRIJ 1306	Court Systems and Practices.....	3
CRIJ 2313	Correctional Systems and Practices*** .....	3
CRIJ x3xx	Criminal Justice Elective** .....	3

#### Total Semester Hours: 18

*\*\*Select from CRIJ 1307(#), CRIJ 1313(+), CRIJ 2301(#), CRIJ 2314, CRIJ 2323(+)*

*Some CRIJ electives are only offered in the fall semester, while others are only offered in the spring semester.*

*# Indicates course only taught in the fall semester*

*+ Indicates course only taught in the spring semester*

## CRIMINAL JUSTICE

# Law Enforcement Investigations AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES 33 CREDITS

CRIJ 1301	Introduction to Criminal Justice
CRIJ 1310	Fundamentals of Criminal Law
CRIJ 2328	Police Systems and Practices
CRIJ 1306	Court Systems and Practices
CJSA 1308	Criminalistics I
CRIJ 2314	Criminal Investigation
CJSA 2323	Criminalistics II
CRIJ 1307	Crime in America
CJSA 2332	Criminalistics III
CRIJ 2323	Legal Aspects of Law Enforcement
CJSA 1393	Special Topics in Criminal Justice Studies

### GENERAL EDUCATION REQUIREMENTS 27 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 33

General Education Requirements: 27

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

ENGL 1301	Composition I.....3
HIST 1301	United States History I.....3
CRIJ 1301	Introduction to Criminal Justice.....3
CRIJ 1310	Fundamentals of Criminal Law .....3
CRIJ 2328	Police Systems and Practices.....3

#### SECOND SEMESTER

ENGL 2311	Technical & Business Writing OR .....3
	ENGL 1302
SPCH 1321	Bus. & Professional Communication OR ..3
	SPCH 1315
CRIJ 1306	Court Systems and Practices.....3
CJSA 1308	Criminalistics I (+) .....3
CRIJ 2314	Criminal Investigation .....3

#### THIRD SEMESTER

GOVT 2305	Federal Government.....3
MATH 1314	College Algebra OR.....3
	MATH 1332 OR
	MATH 1342
xxxx x3xx	Lang., Philosophy and Culture Core OR ....3
	Creative Arts Core
CJSA 2323	Criminalistics II (#).....3
CRIJ 1307	Crime in America (#) .....3

#### FOURTH SEMESTER

GOVT 2306	Texas Government.....3
xxxx x3xx	Social and Behavioral Sciences Core.....3
CJSA 2332	Criminalistics III (+).....3
CRIJ 2323	Legal Aspects of Law Enforcement (+) .....3
CJSA 1393	Special Topics in Criminal Justice Studies(+) .3

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

Some CRIJ and CJSA courses are only offered in the fall semester, while others are only offered in the spring semester.

# Indicates course only taught in the fall semester

+ Indicates course only taught in the spring semester

# Culinary Arts

## **Culinary Arts, Associate of Applied Science**

The Associate of Applied Science in Culinary Arts prepares students for entry-level restaurant management positions.

Students will learn culinary and baking skills as well as management theories, practices, and strategies. Students will spend much of their time working in a culinary arts lab learning traditional, current, American, and international cooking techniques as well as inventory management and purchasing.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, meeting deadlines, multi-tasking, team work, technical skills and time management.

## **Basic Culinary, Certificate of Proficiency**

This certificate introduces students to food safety, kitchen equipment, and basic cooking techniques. These courses teach the fundamental principles of knife and food handling as well as nutrition and menu management. Students earning this certificate will be prepared for entry level positions in various types of kitchens.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, customer service, team work and time management.

## **Pastry Arts, Certificate of Proficiency**

This certificate is for individuals interested in the professional baking industry. Students will learn the fundamentals of baking and cake decorating as well as food safety. Graduates will be prepared for entry level positions in the baking/pastry industry.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: detail-oriented, team work, technical skills and time management.

## CULINARY ARTS

# Culinary Arts AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES

45 CREDITS

CHEF 1205	Sanitation and Safety
IFWA 1218	Nutrition for the Food Service Professional
HAMG 1221	Introduction to Hospitality Industry
PSTR 1301	Fundamentals of Baking
CHEF 1301	Basic Food Preparation
RSTO 1325	Purchasing for Hospitality Operations
CHEF 2331	Advanced Food Preparation*
RSTO 1321	Menu Management
RSTO 1204	Dining Room Service*
CHEF 1441	American Regional Cuisine*
CHEF 1340	Meat Preparation and Cooking*
RSTO 1313	Hospitality Supervision
CHEF 1445	International Cuisine*
CHEF 1364	Practicum (or Field Experience)
	Culinary Arts/Chef Training
RSTO 1201	Beverage Management
CHEF 1310	Garde Manger*

\*Students interested in an AAS with emphasis in Pastry should take 'OR' courses and associated prerequisites/corequisites.

PSTR 1305	Breads and Rolls
PSTR 1306	Cake Decorating I
PSTR 2431	Advanced Pastry
PSTR 2301	Chocolates and Confections
PSTR 2307	Cake Decorating II
PSTR 1310	Pies, Tarts, Teacakes, and Cookies

### GENERAL EDUCATION REQUIREMENTS

15 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

CREDIT HOURS

CHEF 1205	Sanitation and Safety .....	2
IFWA 1218	Nutrition for the Food Service .....	2
	Professional	
HAMG 1221	Introduction to Hospitality Industry .....	2
PSTR 1301	Fundamentals of Baking .....	3
CHEF 1301	Basic Food Preparation .....	3
<b>ENGL 1301</b>	<b>Composition I .....</b>	<b>3</b>

#### SECOND SEMESTER

RSTO 1325	Purchasing for Hospitality Operations .....	3
CHEF 2331	Advanced Food Preparation <b>OR</b> .....	3
	PSTR 1305*	
RSTO 1321	Menu Management .....	3
RSTO 1204	Dining Room Service <b>OR</b> .....	2
	PSTR 1306*	
<b>MATH 1332</b>	<b>Contemporary Mathematics OR .....</b>	<b>3</b>
	<b>MATH 1342 OR</b>	
	<b>MATH 1314 OR</b>	
	<b>Math 1324</b>	

#### THIRD SEMESTER

CHEF 1441	American Regional Cuisine <b>OR</b> .....	4
	PSTR 2431*	
CHEF 1340	Meat Preparation and Cooking <b>OR</b> .....	3
	PSTR 2301*	
RSTO 1313	Hospitality Supervision .....	3
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication OR...3</b>	
	<b>SPCH 1315</b>	
xxxx x3xx	<b>Social and Behavioral Sciences Core.....3</b>	

#### FOURTH SEMESTER

CHEF 1445	International Cuisine <b>OR</b> .....	4
	PSTR 2307*	
CHEF 1364	Practicum (or Field Experience) .....	3
	Culinary Arts/Chef Training	
RSTO 1201	Beverage Management .....	2
CHEF 1310	Garde Manger <b>OR</b> .....	3
	PSTR 1310*	
xxxx x3xx	<b>Lang., Philosophy and Culture Core OR ....3</b>	
	<b>Creative Arts Core</b>	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

\*Students interested in an AAS with emphasis in Pastry should take 'OR' courses and associated pre-requisites/co-requisites.

Note: Completion of CHEF1205 with a C or better is required to continue through the remainder of the program.

Admission into this program has selective enrollment with limited seating available.

**CULINARY ARTS****Basic Culinary CERT****Certificate of Proficiency****TSI Exempt**

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
CHEF 1205 Sanitation and Safety .....	2
IFWA 1218 Nutrition for the Food Service.....	2
	Professional
HAMG 1221 Introduction to Hospitality Industry .....	2
PSTR 1301 Fundamentals of Baking.....	3
CHEF 1301 Basic Food Preparation .....	3
<b>SECOND SEMESTER</b>	
RSTO 1325 Purchasing for Hospitality Operations.....	3
CHEF 2331 Advanced Food Preparation .....	3
RSTO 1321 Menu Management.....	3
RSTO 1204 Dining Room Service .....	2
RSTO 1201 Beverage Management .....	2

**Total Semester Hours: 25****CULINARY ARTS****Pastry Arts CERT****Certificate of Proficiency****TSI Exempt**

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
CHEF 1205 Sanitation and Safety .....	2
IFWA 1218 Nutrition for the Food Service.....	2
	Professional
HAMG 1221 Introduction to Hospitality Industry .....	2
PSTR 1301 Fundamentals of Baking.....	3
CHEF 1301 Basic Food Preparation.....	3
PSTR 2301 Chocolates and Confections .....	3
<b>SECOND SEMESTER</b>	
PSTR 1305 Breads and Rolls .....	3
PSTR 2431 Advanced Pastry Shop .....	4
PSTR 1306 Cake Decorating I .....	3
PSTR 2307 Cake Decorating II .....	3
PSTR 1310 Pies, Tarts, Teacakes and Cookies .....	3

**Total Semester Hours: 31**



# Dance

## Dance AA

Integrate your creativity and performance skills with an associate of arts degree in dance. Our program offers pre-professional level training in a progressively graded program of ballet, modern dance and jazz dance.

Our curriculum provides you with a comprehensive approach to learning dance by integrating the aesthetics, historical, critical, cultural and fundamental aspects of dance as an art form in conjunction with anatomical and kinesiological knowledge for injury prevention and recovery.

Come join our program for your technical training and performance experience while gathering an appreciation for one of the world's oldest art forms.

Marketable skills for this award include: creativity, flexibility/adaptability, leadership, strong work ethic, team work and time management.

### Associate of Arts

#### TSI Complete

#### MAJOR COURSES

**16 CREDITS**

DANC 1241	Beginning Ballet
DANC 1247	Beginning Jazz Dance
DANC 2241	Intermediate Ballet
DANC 1128	Ballroom and Social Dance
DANC 1245	Beginning Modern Dance
DANC 1201	Dance Composition-Improvisation
DANC 2245	Intermediate Modern Dance
DANC 1305	World Dance

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

EDUC 1300	Learning Framework*	3
HIST 1301	United States History I	3
DANC 1241	Beginning Ballet	2
DANC 1247	Beginning Jazz Dance	2
xxxx x4xx	Life and Physical Sciences Core	4

#### SECOND SEMESTER

ENGL 1301	Composition I	3
HIST 1302	United States History II <b>OR</b>	3
	HIST 2301	
DANC 2241	Intermediate Ballet	2
DANC 1128	Ballroom and Social Dance	1
MATH xxxx	Mathematics Core	3
xxxx x4xx	Life and Physical Sciences Core	4

#### THIRD SEMESTER

GOVT 2305	Federal Government	3
ENGL 1302	Composition II <b>OR</b>	3
	ENGL 2311	
DANC 1245	Beginning Modern Dance	2
DANC 2303	Dance Appreciation**	3
DANC 1201	Dance Composition-Improvisation	2
xxxx x3xx	Lang., Philosophy and Culture Core	3

#### FOURTH SEMESTER

DANC 2245	Intermediate Modern Dance	2
DANC 1305	World Dance	3
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking <b>OR</b>	3
	SPCH 1321	
xxxx x3xx	Social and Behavioral Sciences Core	3

**Total Semester Hours: 60**

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

\*\*DANC 2303 recommended to fulfill Creative Arts Core credit. Other Core Curriculum courses may satisfy this requirement.

# Dental Studies

## Dental Hygiene, Associate of Applied Science

If you have a passion for dental health care and are looking to serve the oral health needs of your community, TJC can help you put those aspirations to work. Dental hygienists are licensed oral health professionals who focus on preventing and treating oral diseases that can affect the patient's overall health. The AAS degree in dental hygiene can jumpstart your dental health career.

A state-of-the-art facility offers a setting where highly-trained faculty go above and beyond to provide the highest quality education. Students progress as they discover the science behind the practice and the skillful hands-on training that transfers directly into the dental hygiene profession.

This program is accredited by the American Dental Association Commission on Dental Accreditation (CODA). Upon completion of the program, students will be eligible to sit for the National Board Dental Hygiene Exam (NBDHE) and a regional competency exam. Successful completion of both of these exams are required for state licensure.

Enrollment in this program is limited, and those applying for admission should submit application directly to the dental hygiene office, using the online submission process. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, detail-oriented, presentation skills, problem solving, technical skills and time management.

## Dental Hygiene, Bachelor of Science

Take the next step in your career by earning your Bachelor of Science degree in Dental Hygiene from TJC. This degree completion program integrates dental hygiene, public health, education, educational methodology, interprofessional collaboration and management skills with the completion of your general education core.

A bachelor's degree in dental hygiene offers multiple career opportunities in a variety of settings. In addition to treating patients directly, dental hygienists also work as educators, researchers, community project coordinators, and administrators.

In addition to advancing clinical knowledge, this program provides the dental hygienist the necessary liberal arts foundation and advanced level course work necessary to pursue additional career opportunities in education, research, administration and public health.

Graduates of accredited dental hygiene programs or students currently enrolled in the TJC dental hygiene associate degree program are eligible to complete the bachelor's degree in dental hygiene. Those interested in completing a BSDH should apply using the online submission process. [Selective Admissions](#) requirements apply.

Marketable skills for this award include: critical thinking, meeting deadlines, presentation skills, problem solving, research, strategic planning skills, team work and Word + Office.

## Certified Dental Assisting, Certificate of Proficiency

The challenges presented by a career in dental assisting provide many opportunities for professional growth and personal achievement. Qualified dental assistants are in high demand. The time to become a dental assistant is now! Employment is expected to grow 25 percent over the next few years, so job prospects are on the rise. Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. Come start your career with us!

Join our expert faculty and learn quality patient care, administrative duties and laboratory functions, all in the setting of state-of-the-art facilities. Students acquire excellent skills to assist a dentist engaged in performing general dentistry practices such as diagnostic, operative, preventive and other dental procedures.

This program is accredited by the American Dental Association Commission on Dental Accreditation (CODA). Upon completion of this accredited program, students will earn a Certificate of Proficiency and will be eligible to take the Dental Assisting National Board (DANB) certification exam, which provides the designation of CDA (Certified Dental Assistant) at the national level, and which is also recognized by the Texas State Board of Dental Examiners (TSBDE) as a Registered Dental Assistant (RDA).

Enrollment in this program is limited, and those applying for admission must make application using the online submission process. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, detail-oriented, multi-tasking and team work.

## DENTAL STUDIES

# Dental Hygiene AAS

Associate of Applied Science

TSI Reading & Writing Complete

### MAJOR COURSES

**37 CREDITS**

DHYG 1201	Orofacial Anatomy, Histology & Embryology
DHYG 1207	General and Dental Nutrition
DHYG 1304	Dental Radiology
DHYG 1431	Preclinical Dental Hygiene
DHYG 1103	Preventive Dental Hygiene I
DHYG 1215	Community Dentistry
DHYG 2201	Dental Hygiene Care I
DHYG 1260	Clinical - Dental Hygienist
DHYG 2133	Preventive Dental Hygiene II
DHYG 1339	General and Oral Pathology
DHYG 1211	Periodontology
DHYG 1235	Pharmacology for the Dental Hygienist
DHYG 2231	Dental Hygiene Care II
DHYG 2360	Clinical - Dental Hygienist
DHYG 1219	Dental Materials
DHYG 2153	Dental Hygiene Practice
DHYG 2362	Clinical - Dental Hygienist

### GENERAL EDUCATION REQUIREMENTS

**31 CREDITS**

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 37

General Education Requirements: 31

**Total Semester Hours: 68**

### Course Sequence:

#### PREREQUISITES

#### CREDIT HOURS

CHEM 1406	Fundamentals of Chemistry OR .....	4
	CHEM 1405	
BIOL 2401	Anatomy and Physiology I.....	4
BIOL 2402	Anatomy and Physiology II.....	4
BIOL 2420	Microbiology for Non-Science Majors.....	4

#### SUMMER I

DHYG 1201	Orofacial Anatomy, Histology and Embryology .....	2
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The TJC Associate Degree Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation under the following status: "approval without reporting requirements The Commission is a specialized body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <http://www.ada.org/en/coda>.

### FIRST SEMESTER

DHYG 1304	Dental Radiology.....	3
DHYG 1207	General and Dental Nutrition.....	2
DHYG 1431	Preclinical Dental Hygiene .....	4
DHYG 1103	Preventive Dental Hygiene I.....	1
ENGL 1301	Composition I.....	3

### SECOND SEMESTER

DHYG 1215	Community Dentistry.....	2
DHYG 2201	Dental Hygiene Care I .....	2
DHYG 1260	Clinical - Dental Hygienist .....	2
DHYG 2133	Preventive Dental Hygiene II .....	1
SOCI 1301	Introduction to Sociology.....	3
DHYG 1339	General and Oral Pathology.....	3

### THIRD SEMESTER

DHYG 1211	Periodontology .....	2
DHYG 1235	Pharmacology for the Dental Hygienist.....	2
DHYG 2231	Dental Hygiene Care II.....	2
DHYG 2360	Clinical - Dental Hygienist .....	3
xxxx x3xx	Lang., Philosophy and Culture Core OR ....	3
	Creative Arts Core	

### FOURTH SEMESTER

DHYG 1219	Dental Materials.....	2
DHYG 2153	Dental Hygiene Practice.....	1
DHYG 2362	Clinical - Dental Hygienist .....	3
PSYC 2301	General Psychology OR.....	3
	PSYC 2314	
SPCH 1315	Public Speaking OR.....	3
	SPCH 1321	

### Total Semester Hours: 68

Courses titled in **bold type** represent general education requirements

Non-dental hygiene courses may be taken prior to placement in the dental hygiene program.

Special admission and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course.

Prerequisites:

- The prerequisite science courses must be completed with a "C" or better within five years prior to submitting application or enrollment in the program.
- Admission to this program depends on a point system that is heavily based on grades earned in prerequisite science and general education courses.

All required major courses of the associate degree curriculum must be completed with a "C" or better. Having not received a "C" or better in any required DHYG course, the student may not progress until the deficiency has been removed.

Graduates who successfully pass the Dental Hygiene National Board examination and regional and/or state licensing exams are eligible to apply for licensure in states where they plan to practice.

## DENTAL STUDIES

# Dental Hygiene BS (One-year Sequence)

### Bachelor of Science

#### TSI Complete

The Bachelor of Science in Dental Hygiene is contingent on completion of a Dental Hygiene AAS degree from a program accredited by the Commission on Dental Accreditation (CODA) and the possession of an active RDH license.

#### MAJOR COURSES 30 CREDITS

DHYG 3300	Cultural Competence in Oral Health Care
DHYG 4380	Administrative Leadership
DHYG 3320	Dental Hygiene Educational Concepts
DHYG 3330	Evidence-Based Dental Hygiene Practice
DHYG 4300	Contemporary Issues in Dental Hygiene
DHYG 4220	Dental Hygiene Case Development
DHYG 4430	Dental Hygiene Practicum
DHYG 4350	Interprofessional Collaboration
DHYG 3310	Advanced Dental Health Care Ethics
DHYG 4360	Current Issues in Periodontics

#### PRESCRIBED ELECTIVES 14 CREDITS

BIOL 2402	Anatomy and Physiology II
BIOL 2420	Microbiology for Non-Science Majors
SOCI 1301	Introduction to Sociology
xxxx x3xx	Elective

Select any number of elective hours needed to bring the total semester hours to no fewer than 120.

#### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Transferred DHYG AAS Credit Hours: 32  
Major Courses: 30  
Prescribed Electives: 14  
TJC Core Curriculum: 44

**Total Semester Hours: 120**

#### One-year Course Sequence:

#### PRESCRIBED ELECTIVES CREDIT HOURS

(usually included in AAS DH degree)

BIOL 2402	Anatomy and Physiology II .....	4
BIOL 2420	Microbiology for Non-Science Majors .....	4
SOCI 1301	Introduction to Sociology .....	3
xxxx x3xx	Elective .....	3

#### PREREQUISITES

DHYG credit hours transferred from any CODA-accredited dental hygiene AAS program as a block ..... 32

#### FIRST SEMESTER

DHYG 3300	Cultural Competence in Oral Health Care ..	3
DHYG 4380	Administrative Leadership .....	3
DHYG 3320	Dental Hygiene Educational Concepts .....	3
DHYG 3330	Evidence-Based Dental Hygiene Practice ..	3

#### SECOND SEMESTER

DHYG 4300	Contemporary Issues in Dental Hygiene ....	3
DHYG 4220	Dental Hygiene Case Development .....	2
DHYG 4430	Dental Hygiene Practicum .....	4
DHYG 4350	Interprofessional Collaboration .....	3

#### SUMMER I

DHYG 3310	Advanced Dental Health Care Ethics .....	3
DHYG 4360	Current Issues in Periodontics .....	3

#### Total Semester Hours: 120

*Special admission and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course.*

*Applicants must:* 1) Have a cumulative GPA of at least 2.5 on a 4.0 scale.

2) Have graduated with an associate degree from a dental hygiene program accredited by the American Dental Association Commission on Dental Accreditation (CODA) OR be currently enrolled in the TJC AAS Dental Hygiene program.

3) Be licensed as a dental hygienist OR be dental hygiene licensure eligible OR be currently enrolled in the TJC AAS Dental Hygiene program.

## DENTAL STUDIES

# Dental Hygiene BS (Two-year Sequence)

### Bachelor of Science

#### TSI Complete

The Bachelor of Science in Dental Hygiene is contingent on completion of a Dental Hygiene AAS degree from a program accredited by the Commission on Dental Accreditation (CODA) and the possession of an active RDH license.

#### MAJOR COURSES 30 CREDITS

DHYG 3300	Cultural Competence in Oral Health Care
DHYG 4380	Administrative Leadership
DHYG 4300	Contemporary Issues in Dental Hygiene
DHYG 4350	Interprofessional Collaboration
DHYG 3310	Advanced Dental Health Care Ethics
DHYG 4360	Current Issues in Periodontics
DHYG 3320	Dental Hygiene Educational Concepts
DHYG 3330	Evidence-Based Dental Hygiene Practice
DHYG 4220	Dental Hygiene Case Development
DHYG 4430	Dental Hygiene Practicum

#### PRESCRIBED ELECTIVES 14 CREDITS

BIOL 2402	Anatomy and Physiology II
BIOL 2420	Microbiology for Non-Science Majors
SOCI 1301	Introduction to Sociology
xxxx x3xx	Elective

Select any number of elective hours needed to bring the total semester hours to no fewer than 120.

#### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Transferred DHYG AAS Credit Hours: 32

Major Courses: 30

Prescribed Electives: 14

TJC Core Curriculum: 44

**Total Semester Hours: 120**

#### Two-year Course Sequence:

#### PRESCRIBED ELECTIVES CREDIT HOURS

(Usually included in AAS DH degree)

BIOL 2402	Anatomy and Physiology II .....	4
BIOL 2420	Microbiology for Non-Science Majors .....	4
SOCI 1301	Introduction to Sociology.....	3
xxxx x3xx	Elective.....	3

#### PREREQUISITES

DHYG credit hours transferred from any CODA-accredited dental hygiene AAS program as a block..... 32

#### FIRST SEMESTER

DHYG 3300	Cultural Competence in Oral Health Care .3
DHYG 4380	Administrative Leadership .....3

#### SECOND SEMESTER

DHYG 4300	Contemporary Issues in Dental Hygiene ....	3
DHYG 4350	Interprofessional Collaboration.....	3

#### SUMMER I

DHYG 3310	Advanced Dental Health Care Ethics .....	3
DHYG 4360	Current Issues in Periodontics.....	3

#### THIRD SEMESTER

DHYG 3320	Dental Hygiene Educational Concepts .....	3
DHYG 3330	Evidence-Based Dental Hygiene.....	3
	Practice	

#### FOURTH SEMESTER

DHYG 4220	Dental Hygiene Case Development.....	2
DHYG 4430	Dental Hygiene Practicum.....	4

**Total Semester Hours: 120**

*Special admission and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course.*

*Applicants must:* 1) Have a cumulative GPA of at least 2.5 on a 4.0 scale.

2) Have graduated with an associate degree from a dental hygiene program accredited by the American Dental Association Commission on Dental Accreditation (CODA) OR be currently enrolled in the TJC AAS Dental Hygiene program.

3) Be licensed as a dental hygienist OR be dental hygiene licensure eligible OR be currently enrolled in the TJC AAS Dental Hygiene program.

## DENTAL STUDIES

# Certified Dental Assisting CERT

### Certificate

### TSI Exempt

#### FIRST SEMESTER

#### CREDIT HOURS

DNTA 1311	Dental Science .....	3
DNTA 1301	Dental Materials .....	3
DNTA 1315	Chairside Assisting.....	3
DNTA 1113	Emergency Management.....	1
DNTA 1205	Dental Radiology.....	2

#### SECOND SEMESTER

DNTA 1249	Dental Radiology in the Clinic.....	2
DNTA 1245	Preventive Dentistry.....	2
DNTA 2250	Advanced Dental Assisting Applications....	2
DNTA 1341	Dental Laboratory Procedures.....	3
DNTA 1266	Practicum (or Field Experience).....	2
	Dental Assisting/Assistant	
DNTA 1347	Advanced Dental Science .....	3

#### SUMMER I

DNTA 1251	Dental Office Management .....	2
DNTA 2266	Practicum (or Field Experience).....	2
	Dental Assisting/Assistant	

#### Total Semester Hours: 30

All required DNTA courses must be completed with a "C" or better to receive the certificate.

The TJC Certified Dental Assisting Program is accredited by the American Dental Association Commission on Dental Accreditation under the following status: "approval without reporting requirements." The Commission is a specialized body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <http://www.ada.org/en/coda>.



# Diagnostic Medical Sonography

## **Diagnostic Medical Sonography, Associate of Applied Science**

Our twenty-four-month Associate of Applied Science (AAS) degree is designed to prepare skilled professionals to perform diagnostic examinations, as requested by a physician, using high-frequency sound waves to visualize soft tissue structures. Sonographers work in hospitals, clinics, and doctors' offices.

After successful completion of the prerequisites, you will be eligible to apply and compete with other applicants for acceptance into the program. Enrollment is limited. Students who complete the twenty-four-month curriculum will be awarded an Associate of Applied Science degree.

Students who successfully complete the curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) examination in general physics, abdominal, and OB/GYN sonography. The twenty-four-month general sonography portion of the program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). For additional information, see the [Selective Admissions](#) section of this *Catalog*.

Marketable skills for this award include: critical thinking, detail-oriented, friendly/outgoing, strong work ethic, team work and technical skills.

## **Vascular Technology, Enhanced Skills Certificate**

Vascular technologists specialize in imaging blood vessels. Our Vascular Technology enhanced skills certificate is designed for graduates of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited school in diagnostic medical sonography or credentialed Diagnostic Medical Sonographers.

Participation in the Vascular Technology program is available beginning in the Fall semester of your second year of the DMS program with some courses being offered online. Admittance preference is given to those currently enrolled in our Diagnostic Medical Sonography AAS.

We strongly recommend that you complete both the Associate of Applied Science degree portion of the program and the Vascular Technology Enhanced Skills Certificate option of the program for the best success with your career.

Graduates from our program are eligible to apply for admission to sit for the registry examinations in Vascular Technology as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

For additional information, see the [Selective Admissions](#) section of this *Catalog*.

Marketable skills for this award include: critical thinking, detail-oriented, friendly/outgoing, strong work ethic, team work and technical skills.

## DIAGNOSTIC MEDICAL SONOGRAPHY

# Diagnostic Medical Sonography AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES 43 CREDITS

DMSO 1441	Abdominopelvic Sonography
DMSO 1302	Basic Ultrasound Physics
DMSO 1210	Introduction to Sonography
DMSO 1266	Practicum I (or Field Experience) – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician
DMSO 1342	Intermediate Ultrasound Physics
DMSO 2405	Sonography of Obstetrics/Gynecology
DMSO 1267	Practicum II (or Field Experience) – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician
DMSO 2342	Sonography of High Risk Obstetrics
DMSO 2441	Sonography of Abdominopelvic Pathology
DMSO 2353	Sonography of Superficial Structures
DMSO 2266	Practicum III (or Field Experience) – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician
DMSO 2345	Advanced Sonography Practices
DMSO 2230	Advanced Ultrasound and Review
DMSO 2367	Practicum IV (or Field Experience) – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

### GENERAL EDUCATION REQUIREMENTS 20 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 40

General Education Requirements: 20

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### PREREQUISITES CREDIT HOURS

BIOL 2404	Anatomy and Physiology .....	4
PHYS 1405	Elementary Physics I .....	4
MATH 1314	College Algebra .....	3
ENGL 1301	Composition I .....	3

*Note: All prerequisites must be completed by the end of the Spring semester prior to admittance into the DMS program.*

#### FIRST SEMESTER

DMSO 1441	Abdominopelvic Sonography .....	4
DMSO 1302	Basic Ultrasound Physics .....	3
DMSO 1210	Introduction to Sonography .....	2
DMSO 1266	Practicum I (or Field Experience) .....	2
	Diagnostic Medical Sonography	
xxxx x3xx	<b>Lang., Philosophy and Culture Core OR ....3</b> <b>Creative Arts Core</b>	

#### SECOND SEMESTER

DMSO 1342	Intermediate Ultrasound Physics .....	3
DMSO 2405	Sonography of Obstetrics/Gynecology .....	4
DMSO 1267	Practicum II (or Field Experience) .....	2
	Diagnostic Medical Sonography	
DMSO 2342	Sonography of High Risk Obstetrics .....	3

#### THIRD SEMESTER

DMSO 2441	Sonography of Abdominopelvic Pathology	4
DMSO 2353	Sonography of Superficial Structures.....	3
DMSO 2266	Practicum III (or Field Experience) .....	2
	Diagnostic Medical Sonography	
PSYC 2301	General Psychology OR.....	3
	PSYC 2314	

#### FOURTH SEMESTER

DMSO 2345	Advanced Sonography Practices .....	3
DMSO 2230	Advanced Ultrasound and Review .....	2
DMSO 2367	Practicum IV (or Field Experience) .....	3
	Diagnostic Medical Sonography	

**Total Semester Hours: 60**

*Courses titled in **bold type** represent general education requirements.*

*[Selective Admissions](#) and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Major courses must be completed with a "C" or better for completion of degree. Contact the department chair for details.*

*All major and prerequisite courses must be completed with a grade of "C" or better. In addition, all anatomy and physiology classes must have been taken within the last five years. A minimum grade of 75% is required in all diagnostic medical sonography courses (DMSO). The student who does not earn the minimum score may not be allowed to progress in the program.*

*Graduates are eligible to apply for admission to sit for the registry examinations in Abdomen, Obstetrics and Physics as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).*

## DIAGNOSTIC MEDICAL SONOGRAPHY

# Vascular Technology ESC

Enhanced Skills Certificate\*

TSI Exempt

### FIRST SEMESTER

### CREDIT HOURS

DSVT 1103      Introduction to Vascular Technology ..... 1

### SECOND SEMESTER

### CREDIT HOURS

DSVT 2200      Vascular Technology Applications ..... 2

DSVT 2335      Advanced Vascular Technology ..... 3

**Total Semester Hours: 6**

*\*This option is available each Spring term only.*

*In this program, Certificates of Proficiency will only be awarded provided each required course is completed with a minimum grade of "C."*

*Graduates are eligible to apply for admission to sit for the registry examinations in Vascular Technology as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).*

# Economics

## Economics AA

Economics is more than just production and money; it is about making choices. We will teach you how to make intelligent, efficient choices that will be beneficial to your future. Our goal is to prepare you both academically and personally to meet the challenges you may encounter in a globally competitive society.

If you are interested in how the economy works, our program offers an Associate of Arts in Economics that will prepare you to continue your education at any four-year college or university.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, mathematics, organizational skills, research and written communication skills.

### Associate of Arts – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES <sup>A</sup> 16 CREDITS

ECON 2302 Principles of Microeconomics  
GEOG 1303 World Regional Geography

Select one:

MATH 1324 Mathematics for Business & Social Sciences **OR**  
MATH 1342 Elementary Statistical Methods

Select one:

MATH 1325 Calculus for Business & Social Sciences **OR**  
MATH 2413 Calculus I

Select one:

HIST 2312 Western Civilization I **OR**  
HUMA 1301 Introduction to Humanities I **OR**  
HUMA 1302 Introduction to Humanities II **OR**  
PHIL 1301 Introduction to Philosophy **OR**  
PHIL 2306 Introduction to Ethics **OR**  
SOCI 1301 Introduction to Sociology **OR**  
COMM 1307 Introduction to Mass Communication

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
ECON 2301	Principles of Macroeconomics.....	3
MATH 1342	Elementary Statistical Methods** .....	3
EDUC 1300	Learning Framework* .....	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311 .....	
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301 .....	
ECON 2302	Principles of Microeconomics .....	3
MATH 1324	Mathematics for Business & Social Sciences** .....	3
xxxx x4xx	Life and Physical Sciences Core .....	4

#### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321 .....	
GEOG 1303	World Regional Geography.....	3
MATH 1325	Calculus for Bus. & Social Sciences <b>OR</b> .....	3
	MATH 2413 .....	
xxxx x4xx	Life and Physical Sciences Core .....	4

#### FOURTH SEMESTER

GOVT 2306	Texas Government .....	3
xxxx x3xx	Creative Arts Core.....	3
xxxx x3xx	Lang., Philosophy and Culture Core .....	3
xxxx x3xx	Major Course Selection .....	3
xxxx x1xx	Elective.....	1

#### Total Semester Hours: 60

<sup>A</sup>Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

\*\*MATH 1342 or MATH 1324 is required for the Mathematics Core Curriculum requirement.

# Education

## Education EC-6; 4-8 Grade Levels/EC-12 Special Education AAT

Our Teacher Education program prepares you for a meaningful career in the field of education and provides you with the first two years of a four-year degree leading to teacher certification at the EC-6 and 4-8 grade levels, as well as EC-12 Special Education.

The Associate of Arts in Teaching (AAT) is a specialized academic associate degree program designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification.

We are here to help you develop the tools you will need to become effective and caring educators in our society.

Marketable skills for this award include: critical thinking, flexibility/adaptability, interpersonal skills, multi-tasking, problem solving, time management, verbal communication skills and written communication skills.

### Associate of Arts in Teaching

#### TSI Complete

#### MAJOR COURSES

**16 CREDITS**

EDUC 1301	Introduction to the Teaching Profession
EDUC 2301	Introduction to Special Populations
xxxx x4xx	Life or Physical Sciences Elective
MATH 1350	Mathematics for Teachers I (Fundamentals of Mathematics I)
MATH 1351	Mathematics for Teachers II (Fundamentals of Mathematics II)

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
EDUC 1301	Introduction to the Teaching Profession ....	3
MATH 1314	College Algebra.....	3
COSC 1301	Introduction to Computing* .....	3

#### SECOND SEMESTER

ENGL 1302	Composition II* .....	3
HIST 2301	Texas History* .....	3
BIOL x4xx	Life and Physical Sciences Core.....	4
EDUC 2301	Introduction to Special Populations.....	3
MATH 1350	Mathematics for Teachers I .....	3

#### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
MATH 1351	Mathematics for Teachers II .....	3
ENGL 2332	World Literature I* .....	3
ARTS 1301	Art Appreciation * .....	3
PHYS x4xx	Life and Physical Sciences Core.....	4

#### FOURTH SEMESTER

GOVT 2306	Texas Government .....	3
SPCH 1315	Public Speaking* .....	3
GEOG 1303	World Regional Geography* .....	3
xxxx x4xx	Life or Physical Sciences Elective.....	4

**Total Semester Hours: 60**

*\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.*

*NOTE: To be eligible to participate in the program, students must successfully complete a criminal background check.*

*NOTE: This program requires a field-based experience. Students are responsible for transportation.*

# Electrical/Electronic Controls Technology

## **Electrical/Electronic Controls Technology, Associate of Applied Science**

If you're looking for an exciting, electrifying opportunity, then the Electrical/Electronic Controls degree at TJC is your best bet. Learn about an exhilarating industry through concentrated classroom instruction and hands-on laboratory work.

In our associate program, you will learn the fundamentals of electronics and the technical and safety aspects of electricity and controls needed for you to work in related industrial and commercial industries, or continue on your educational path. Come learn the latest industry standards at TJC's state-of-the-art facilities.

Marketable skills for this award include: detail-oriented, problem solving, project management, strong work ethic, team work, technical skills and time management.

## **Electronic Fundamentals, Certificate of Proficiency**

Our Electronic Fundamentals certificate program in Electrical/Electronic Controls trains you for above entry-level employment in an exhilarating electronics industry through concentrated classroom instruction and hands-on laboratory work.

Come learn the latest industry standards in fundamental electronics, as well as the technical and safety aspects of electricity at TJC's state-of-the-art facilities.

Marketable skills for this award include: detail-oriented, problem solving, team work and technical skills.

## **Instrumentation, Electrical and Controls Fundamentals, Certificate of Proficiency**

Our Instrumentation, Electrical & Controls Fundamentals (IE&C) certificate program in Electrical/Electronic Controls leverages the pre-requisite training gained in the 1<sup>st</sup> year certificate and adds industrial level concepts for a complete understanding of how electricity keeps our manufacturing processes working.

The advanced 2<sup>nd</sup> year certificate prepares the student for above entry-level employment as an Automation Technician capable of working in any industry position using instrumentation and automation to control processes.

Through concentrated classroom instruction and hands-on laboratory work, the student learns about industrial poly-phase equipment, how to create and install control panels, programmable controls and process instrumentation used in a variety of commercial and industrial manufacturing plants throughout the globe.

Come learn the Automation Industry standards at TJC's state-of-the-art facilities.

Marketable skills for this award include: critical thinking, detail-oriented, problem solving and technical skills.

# Electrical/Electronic Controls Technology AAS

Associate of Applied Science

TSI Complete

## MAJOR COURSES 42 CREDITS

TECM 1303	Technical Calculations
IEIR 1302	Introduction to Direct Current Circuits
CETT 1321	Electronic Fabrication
ELPT 1325	National Electrical Code I
IEIR 1304	Alternating Current Circuits for Industrial Applications
CETT 1325	Digital Fundamentals
IEIR 2388	Internship – Industrial Electronics Technology/Technician* <b>OR</b>
WLDG 1307	Introduction to Welding Using Multiple Processes
ELPT 2305	Motors and Transformers
INCR 1302	Physics of Instrumentation
INTC 1341	Principles of Automatic Control
ELPT 2319	Programmable Logic Controllers I
ELPT 1345	Commercial Wiring
ELPT 2347	Electrical Testing and Maintenance
ENER 2325	SCADA and Networking

## GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 42

General Education Requirements: 18

**Total Semester Hours: 60**

## Course Sequence:

### FIRST SEMESTER CREDIT HOURS

TECM 1303	Technical Calculations .....	3
IEIR 1302	Introduction to Direct Current Circuits .....	3
CETT 1321	Electronic Fabrication .....	3
xxxx x3xx	<b>Social and Behavioral Sciences Core.....</b>	<b>3</b>
ENGL 1301	<b>Composition I.....</b>	<b>3</b>

### SECOND SEMESTER

ELPT 1325	National Electrical Code I .....	3
IEIR 1304	Alternating Current Circuits for Industrial Applications.....	3
CETT 1325	Digital Fundamentals.....	3
ENGL 2311	<b>Technical &amp; Business Writing OR .....</b>	<b>3</b>
	<b>ENGL 1302</b>	

### SUMMER I

IEIR 2388	Internship-Industrial Electronics .....	3
	Technology/Technician* <b>OR</b>	
	WLDG 1307	

### THIRD SEMESTER

ELPT 2305	Motors and Transformers.....	3
INCR 1302	Physics of Instrumentation .....	3
INTC 1341	Principles of Automatic Control.....	3
ELPT 2319	Programmable Logic Controllers I.....	3
MATH 1314	<b>College Algebra OR.....</b>	<b>3</b>
	<b>MATH 1316 OR</b>	
	<b>MATH 1324 OR</b>	
	<b>MATH 1332 OR</b>	
	<b>MATH 1342</b>	

### FOURTH SEMESTER

ELPT 1345	Commercial Wiring .....	3
ELPT 2347	Electrical Testing and Maintenance.....	3
ENER 2325	SCADA and Networking.....	3
SPCH 1321	<b>Bus. &amp; Professional Communication OR...3</b>	
	<b>SPCH 1315</b>	
xxxx x3xx	<b>Lang., Philosophy and Culture Core OR ....3</b>	
	<b>Creative Arts Core</b>	

**Total Semester Hours: 60**

Courses titled in bold type represent general education requirements.

\*IEIR 2388 is the preferred course.

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the EECT program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend electrical/electronic controls orientation.



# Electronic Fundamentals CERT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		CREDIT HOURS
TECM 1303	Technical Calculations .....	3
CETT 1321	Electronic Fabrication.....	3
IEIR 1302	Introduction to Direct Current Circuits.....	3
SECOND SEMESTER		CREDIT HOURS
ELPT 1325	National Electrical Code I.....	3
IEIR 1304	Alternating Current Circuits for Industrial Applications .....	3
CETT 1325	Digital Fundamentals .....	3

**Total Semester Hours: 18**

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the EECT program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend electrical/electronic controls orientation.

# Instrumentation, Electrical and Controls Fundamentals CERT

Certificate of Proficiency

TSI Exempt

PREREQUISITES		CREDIT HOURS
TECM 1303	Technical Calculations .....	3
CETT 1321	Electronic Fabrication .....	3
IEIR 1302	Introduction to Direct Current Circuits.....	3
ELPT 1325	National Electrical Code I .....	3
IEIR 1304	Alternating Current Circuits for Industrial Applications.....	3
CETT 1325	Digital Fundamentals.....	3

FIRST SEMESTER		CREDIT HOURS
ELPT 2305	Motors and Transformers.....	3
INCR 1302	Physics of Instrumentation .....	3
INTC 1341	Principles of Automatic Control.....	3
ELPT 2319	Programmable Logic Controllers I.....	3

SECOND SEMESTER		CREDIT HOURS
ELPT 1345	Commercial Wiring .....	3
ELPT 2347	Electrical Testing and Maintenance.....	3
ENER 2325	SCADA and Networking.....	3

**Total Semester Hours: 39**

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the EECT program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend electrical/electronic controls orientation.

# Emergency Medical Service Professions

## **Emergency Medical Service Professions, Associate of Applied Science**

Our fast-paced Emergency Medical Services program will train you to provide lifesaving care to the sick and injured on the scene and during emergency transport.

The AAS in our EMSP program provides a close-knit community of hardworking healthcare professionals guiding you toward a fulfilling career in emergency medical care. You will be trained to respond to and assess, treat and transport victims of sudden illness or injury.

Upon successful completion of the EMSP program, you can apply for certification as an emergency medical technician.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, flexibility/adaptability, multi-tasking, problem solving, team work and verbal communication skills.

## **Emergency Medical Services Professions, Paramedic Option, Certificate of Proficiency**

Join our 18-month paramedic option certificate and further your skills in the Emergency Management Profession.

Building on your current skills to provide lifesaving care to the sick and injured on the scene and during emergency transport, you will also learn how to recognize and provide more advanced treatments for cardiac and respiratory distress, altered mental status and allergic reactions as well as various types of traumatic injuries.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, flexibility/adaptability, problem solving and team work.

## EMERGENCY MEDICAL SERVICE PROFESSIONS

# Emergency Medical Service Professions AAS

Associate of Applied Science

TSI Reading & Writing Complete

MAJOR COURSES	43 CREDITS
EMSP 1501	Emergency Medical Technician
EMSP 1160	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 1338	Introduction to Advanced Practice
EMSP 1356	Patient Assessment and Airway Management
EMSP 2306	Emergency Pharmacology
EMSP 1260	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 2444	Cardiology
EMSP 2434	Medical Emergencies
EMSP 2330	Special Populations
EMSP 2260	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 2305	EMS Operations
EMSP 2243	Assessment Based Management
EMSP 1355	Trauma Management
EMSP 2266	Practicum (or Field Experience) – Emergency Medical Technology/Technician (EMT Paramedic)
HITT 1305	Medical Terminology I

### GENERAL EDUCATION REQUIREMENTS 17 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 43

General Education Requirements: 17

**Total Semester Hours: 60**

*The student will be eligible to apply for certification as an emergency medical technician. Rules governing levels of certifications are constantly being revised by the Texas State Department of Health Services and National Registry of EMTs; therefore, offerings are subject to change as required by law. Always consult an advisor or the director of the EMSP program prior to enrollment.*

*NOTE: Special admission and retention rules apply to all portions of the emergency medical service professions program. See department chair for details. Admission to the program is selective and prior acceptance to the program is required before enrollment.*

The TJC EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs:

1361 Park Street, Clearwater, FL, 33756, 727-210-2350, [www.caahep.org](http://www.caahep.org)

CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088-

214-703-8445, FAX 214-703-8992, [www.coaemsp.org](http://www.coaemsp.org)

### Course Sequence:

PREREQUISITES	CREDIT HOURS
EMSP 1501	Emergency Medical Technician .....5
EMSP 1160	Clinical - Emergency Medical Technology/Technician (EMT Paramedic) <b>OR</b> Currently certified/registered as an Emergency Medical Technician .....1

### SUMMER LONG SEMESTER\*

EMSP 1338	Introduction to Advanced Practice .....3
EMSP 1356	Patient Assessment and Airway Management .....3
EMSP 2306	Emergency Pharmacology .....3
EMSP 1260	Clinical - Emergency Medical Technology/Technician (EMT Paramedic) .....2

### FALL SEMESTER

EMSP 2444	Cardiology .....4
EMSP 2434	Medical Emergencies .....4
EMSP 2330	Special Populations .....3
EMSP 2260	Clinical - Emergency Medical Technology/Technician (EMT Paramedic) .....2

### SPRING SEMESTER

EMSP 2305	EMS Operations .....3
EMSP 2243	Assessment Based Management .....2
EMSP 1355	Trauma Management .....3
EMSP 2266	Practicum (or Field Experience) .....2
	Emergency Medical Technology/Technician (EMT Paramedic)

### SUMMER LONG SEMESTER

BIOL 2401	Anatomy & Physiology I** .....4
HITT 1305	Medical Terminology I .....3
PSYC 2314	Lifespan Growth & Development <b>OR</b> PSYC 2301 .....3
ENGL 1301	Composition I .....3

### FALL SEMESTER

BIOL 2402	Anatomy & Physiology II .....4
xxxx x3xx	Lang., Philosophy and Culture Core <b>OR</b> Creative Arts Core .....3

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

\*EMS Certification as an EMT-Basic is required 30 days after the beginning of Semester I. Failure to do so will result in expulsion from the program.

\*\*BIOL 2404 is recommended as preparation for BIOL 2401 for students who do not have a strong background in biology; but BIOL 2404 will not substitute for BIOL 2401.

All required major courses must be completed with a "C" or better.

## EMERGENCY MEDICAL SERVICE PROFESSIONS

# Emergency Medical Service Professions (Paramedic Option) CERT

### Certificate of Proficiency

#### TSI Exempt

#### PREREQUISITES

#### CREDIT HOURS

EMSP 1501	Emergency Medical Technician.....	5
EMSP 1160	Clinical - Emergency Medical ..... Technology/Technician (EMT Paramedic) <b>OR</b> Currently certified/registered as an Emergency Medical Technician	1

#### SUMMER LONG SEMESTER\*

EMSP 1338	Introduction to Advanced Practice.....	3
EMSP 1356	Patient Assessment and Airway..... Management	3
EMSP 2306	Emergency Pharmacology.....	3
EMSP 1260	Clinical - Emergency Medical ..... Technology/Technician (EMT Paramedic)	2

#### FALL SEMESTER

EMSP 2444	Cardiology .....	4
EMSP 2434	Medical Emergencies .....	4
EMSP 2330	Special Populations.....	3
EMSP 2260	Clinical - Emergency Medical ..... Technology/Technician (EMT Paramedic)	2

#### SPRING SEMESTER

EMSP 2305	EMS Operations .....	3
EMSP 2243	Assessment Based Management .....	2
EMSP 1355	Trauma Management .....	3
EMSP 2266	Practicum (or Field Experience)..... Emergency Medical Technology/Technician (EMT Paramedic)	2

#### Total Semester Hours: 40

*In this program, Certificates of Proficiency will only be awarded provided each required course is completed with a minimum grade of "C."*

*After successfully completing these courses, students are eligible to apply to take the National Registry of EMTs examination for certification as an Emergency Medical Technician Paramedic.*

*\*EMS Certification as an EMT-Basic is required 30 days after the beginning of Semester I. Failure to do so will result in expulsion from the program.*

*NOTE: Special admission and retention rules apply to all portions of the emergency medical service professions program. See department chair for details. Admission to the program is selective and prior acceptance to the program is required before enrollment.*

*The TJC EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).*

*Commission on Accreditation of Allied Health Education Programs:*

*1361 Park Street, Clearwater, FL, 33756, 727-210-2350, [www.caahep.org](http://www.caahep.org)*

*CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088-*

*214-703-8445, FAX 214-703-8992, [www.coaemsp.org](http://www.coaemsp.org)*

# Engineering

## Engineering AS

Engineers are some of the world's greatest problem solvers and this is why we take pride in our engineering program and its students. The perfect career for those with an inquisitive mind, our program boasts an advanced, engaging curriculum with an intense hands-on training approach so that you get the most out of your education at TJC.

We offer you a degree meeting the needs of the first two years of a four- or five-year engineering degree program. Join our program and start your in-depth look at one of the most significant industries of modern society.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, mathematics, problem solving, team work and written communication skills.

### Associate of Science

#### TSI Complete

#### MAJOR COURSES <sup>Δ</sup>

**27 CREDITS**

ENGR 1201	Introduction to Engineering
CHEM 1411	General Chemistry I
MATH 2414	Calculus II
MATH 2415	Calculus III
MATH 2320	Differential Equations

Select 10 hours minimum (*based on chosen emphasis*):

ENGR 1304	Engineering Graphics <b>OR</b>
ENGR 2301	Engineering Mechanics – Statics <b>OR</b>
ENGR 2302	Engineering Mechanics – Dynamics <b>OR</b>
ENGR 2304	Programming for Engineers <b>OR</b>
ENGR 2305	Electrical Circuits I <b>AND</b>
ENGR 2105	Electrical Circuits I Laboratory <b>OR</b>
CHEM 1412	General Chemistry II <b>OR</b>
CHEM 2423	Organic Chemistry I <b>OR</b>
CHEM 2425	Organic Chemistry II <b>OR</b>
COSC 1436	Programming Fundamentals I

#### TJC CORE CURRICULUM

**33 CREDITS**

In addition to the Major Courses, the student is required to take 33 credit hours from the [TJC Core Curriculum](#). Under the Texas Voluntary Compacts for Engineering, the student may complete the balance of the Core Curriculum at the transfer baccalaureate institution.

Major Courses: 27

TJC Core Curriculum: 33

**Total Semester Hours: 60**

## ENGINEERING

# Chemical Engineering

### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
ENGL 1301 Composition I .....	3
MATH 2413 Calculus I .....	4
CHEM 1411 General Chemistry I .....	4
ENGR 1201 Introduction to Engineering .....	2
ENGR 1304 Engineering Graphics .....	3

### SECOND SEMESTER

MATH 2414 Calculus II .....	4
PHYS 2425 University Physics I .....	4
HIST 1301 United States History I .....	3
EDUC 1300 Learning Framework* .....	3
CHEM 1412 General Chemistry II .....	4

### THIRD SEMESTER

ENGL 2311 Technical & Business Writing* .....	3
PHYS 2426 University Physics II .....	4
MATH 2415 Calculus III .....	4
CHEM 2423 Organic Chemistry I .....	4

### FOURTH SEMESTER

MATH 2320 Differential Equations .....	3
SPCH 1315 Public Speaking* .....	3
HIST 1302 United States History II* .....	3
ECON 2301 Principles of Macroeconomics* .....	3
CHEM 2425 Organic Chemistry II .....	4

### Total Semester Hours: 65

<sup>^</sup>Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

While this plan identifies courses that will apply toward most undergraduate engineering programs, it is important that students work with a TJC Academic Advisor each semester as well as with the transfer university early to make sure they are on track and taking courses toward their specific engineering discipline.

The selection of Engineering Electives depends on the student's engineering discipline and requirements of the transfer institution. Additional courses beyond the minimum of 12 hours may be required to fulfill prerequisites for the transfer institution. It is imperative that students consult engineering advisors at the transfer institution as soon as possible. The guidelines shown below satisfy TJC's engineering degree requirements; however, the guidelines may be adjusted on a case-by-case basis by the Engineering/Physical Sciences Department Chair depending on the requirements of the transfer institution. Guidelines for engineering electives:

1. Mechanical Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304 and ENGR 2305/2105.
2. Civil Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, and GEOL 1403.
3. Electrical Engineering: ENGR 1201, ENGR 2304, ENGR 2305/2105, and COSC 1436.
4. Chemical Engineering: ENGR 1201, ENGR 1304, CHEM 1412, CHEM 2423, and CHEM 2425.

Students interested in engineering disciplines not listed above should consult with the Department Chair of Engineering and Physical Sciences.

For more information, contact the Department Chair, Engineering/Physical Sciences, G-207/903-510-2887.

## ENGINEERING

# Civil Engineering

### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
ENGL 1301 Composition I .....	3
MATH 2413 Calculus I .....	4
CHEM 1411 General Chemistry I .....	4
ENGR 1201 Introduction to Engineering .....	2
ENGR 1304 Engineering Graphics .....	3

### SECOND SEMESTER

ENGL 2311 Technical & Business Writing* .....	3
MATH 2414 Calculus II .....	4
PHYS 2425 University Physics I .....	4
HIST 1301 United States History I .....	3
EDUC 1300 Learning Framework* .....	3

### THIRD SEMESTER

ECON 2301 Principles of Macroeconomics* .....	3
PHYS 2426 University Physics II .....	4
MATH 2415 Calculus III .....	4
ENGR 2301 Engineering Mechanics – Statics .....	3

### FOURTH SEMESTER

ENGR 2302 Engineering Mechanics – Dynamics .....	3
MATH 2320 Differential Equations .....	3
SPCH 1315 Public Speaking* .....	3
HIST 1302 United States History II* .....	3
ENGR x3xx Engineering Elective .....	3

### Total Semester Hours: 62

<sup>^</sup>Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

While this plan identifies courses that will apply toward most undergraduate engineering programs, it is important that students work with a TJC Academic Advisor each semester as well as with the transfer university early to make sure they are on track and taking courses toward their specific engineering discipline.

The selection of Engineering Electives depends on the student's engineering discipline and requirements of the transfer institution. Additional courses beyond the minimum of 12 hours may be required to fulfill prerequisites for the transfer institution. It is imperative that students consult engineering advisors at the transfer institution as soon as possible. The guidelines shown below satisfy TJC's engineering degree requirements; however, the guidelines may be adjusted on a case-by-case basis by the Engineering/Physical Sciences Department Chair depending on the requirements of the transfer institution. Guidelines for engineering electives:

1. Mechanical Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304 and ENGR 2305/2105.
2. Civil Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, and GEOL 1403.
3. Electrical Engineering: ENGR 1201, ENGR 2304, ENGR 2305/2105, and COSC 1436.
4. Chemical Engineering: ENGR 1201, ENGR 1304, CHEM 1412, CHEM 2423, and CHEM 2425.

Students interested in engineering disciplines not listed above should consult with the Department Chair of Engineering and Physical Sciences.

For more information, contact the Department Chair, Engineering/Physical Sciences, G-207/903-510-2887.

## ENGINEERING

# Electrical Engineering

### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
ENGL 1301 Composition I .....	3
MATH 2413 Calculus I .....	4
CHEM 1411 General Chemistry I .....	4
ENGR 1201 Introduction to Engineering .....	2

### SECOND SEMESTER

ENGL 2311 Technical & Business Writing* .....	3
MATH 2414 Calculus II .....	4
PHYS 2425 University Physics I .....	4
HIST 1301 United States History I .....	3
EDUC 1300 Learning Framework* .....	3

### THIRD SEMESTER

ECON 2301 Principles of Macroeconomics* .....	3
ENGR 2304 Programming for Engineers .....	3
PHYS 2426 University Physics II .....	4
MATH 2415 Calculus III .....	4

### FOURTH SEMESTER

ENGR 2305 Electrical Circuits I .....	3
ENGR 2105 Electrical Circuits I Laboratory .....	1
MATH 2320 Differential Equations .....	3
SPCH 1315 Public Speaking* .....	3
HIST 1302 United States History II* .....	3
COSC 1436 Programming Fundamentals .....	4

### Total Semester Hours: 61

<sup>A</sup>Classes chosen in major must be different from courses used for Core requirements.

<sup>\*</sup>Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

While this plan identifies courses that will apply toward most undergraduate engineering programs, it is important that students work with a TJC Academic Advisor each semester as well as with the transfer university early to make sure they are on track and taking courses toward their specific engineering discipline.

The selection of Engineering Electives depends on the student's engineering discipline and requirements of the transfer institution. Additional courses beyond the minimum of 12 hours may be required to fulfill prerequisites for the transfer institution. It is imperative that students consult engineering advisors at the transfer institution as soon as possible. The guidelines shown below satisfy TJC's engineering degree requirements; however, the guidelines may be adjusted on a case-by-case basis by the Engineering/Physical Sciences Department Chair depending on the requirements of the transfer institution. Guidelines for engineering electives:

1. Mechanical Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304 and ENGR 2305/2105.
2. Civil Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, and GEOL 1403.
3. Electrical Engineering: ENGR 1201, ENGR 2304, ENGR 2305/2105, and COSC 1436.
4. Chemical Engineering: ENGR 1201, ENGR 1304, CHEM 1412, CHEM 2423, and CHEM 2425.

Students interested in engineering disciplines not listed above should consult with the Department Chair of Engineering and Physical Sciences.

For more information, contact the Department Chair, Engineering/Physical Sciences, G-207/903-510-2887.

## ENGINEERING

# Mechanical Engineering

### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
ENGL 1301 Composition I .....	3
MATH 2413 Calculus I .....	4
CHEM 1411 General Chemistry I .....	4
ENGR 1201 Introduction to Engineering .....	2
ENGR 1304 Engineering Graphics .....	3

### SECOND SEMESTER

ENGL 2311 Technical & Business Writing* .....	3
MATH 2414 Calculus II .....	4
PHYS 2425 University Physics I .....	4
HIST 1301 United States History I .....	3
EDUC 1300 Learning Framework* .....	3

### THIRD SEMESTER

ECON 2301 Principles of Macroeconomics* .....	3
PHYS 2426 University Physics II .....	4
MATH 2415 Calculus III .....	4
ENGR 2301 Engineering Mechanics – Statics .....	3

### FOURTH SEMESTER

ENGR 2302 Engineering Mechanics – Dynamics .....	3
MATH 2320 Differential Equations .....	3
SPCH 1315 Public Speaking* .....	3
HIST 1302 United States History II* .....	3
ENGR x3xx Engineering Elective .....	3

### Total Semester Hours: 62

<sup>A</sup>Classes chosen in major must be different from courses used for Core requirements.

<sup>\*</sup>Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

While this plan identifies courses that will apply toward most undergraduate engineering programs, it is important that students work with a TJC Academic Advisor each semester as well as with the transfer university early to make sure they are on track and taking courses toward their specific engineering discipline.

The selection of Engineering Electives depends on the student's engineering discipline and requirements of the transfer institution. Additional courses beyond the minimum of 12 hours may be required to fulfill prerequisites for the transfer institution. It is imperative that students consult engineering advisors at the transfer institution as soon as possible. The guidelines shown below satisfy TJC's engineering degree requirements; however, the guidelines may be adjusted on a case-by-case basis by the Engineering/Physical Sciences Department Chair depending on the requirements of the transfer institution. Guidelines for engineering electives:

1. Mechanical Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304 and ENGR 2305/2105.
2. Civil Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, and GEOL 1403.
3. Electrical Engineering: ENGR 1201, ENGR 2304, ENGR 2305/2105, and COSC 1436.
4. Chemical Engineering: ENGR 1201, ENGR 1304, CHEM 1412, CHEM 2423, and CHEM 2425.

Students interested in engineering disciplines not listed above should consult with the Department Chair of Engineering and Physical Sciences.

For more information, contact the Department Chair, Engineering/Physical Sciences, G-207/903-510-2887.



# Engineering Design Technology

## **Engineering Design Technology, Associate of Applied Science**

Technological advancements have revolutionized the design process in American industry. Engineering design technicians use CAD (computer-aided drafting) to create detail drawings and working plans for the manufacturing and construction industry. It is from these CAD drawings that the conceptualization of an idea or design is transformed into a produced product.

The Engineering Design Technology program provides students the opportunity to study and learn 2D and 3D design, solid modeling methods and standards used in the production of drawings for the mechanical, architectural, machine, and electrical design industries.

After successful completion of the two-year program, the student receives the Associate of Applied Science Degree, Engineering Design Technology. Graduates are encouraged to apply for the award of Computer Aided Drafting Certificate of Proficiency as well.

This program prepares Engineering Design Technology graduates to enter the workforce as work ready, entry level engineering design technicians.

The EDT program also provides a solid foundation for students continued studies at the Baccalaureate level in engineering, architecture, industrial management or other related degrees.

Marketable skills for this award include: detail-oriented, interpersonal skills, multi-tasking, organizational skills, technical skills and Word + Office.

## **Engineering Design Technology: Process Piping Design, Associate of Applied Science**

The construction of an industrial piping facility requires thousands of piping drawings. These 2D drawings and 3D models, provide detailed information to the craftsmen who will construct the piping units, skids and facilities.

Students in the Process Piping Design program will study and learn the design processes, industry standards and procedures used in the production of 2D and 3D piping drawings. The drawings, models, specifications and construction documentation are used in the design, layout and construction of process piping facilities. Possible industry applications include petroleum, chemical, water and food processing plants.

After successful completion of the two-year program, the student receives the Associate of Applied Science Degree, Process Piping Design. Graduates are encouraged to apply for the award of Computer Aided Drafting Certificate of Proficiency as well.

This program prepares Process Piping Design graduates to enter the workforce as work ready, entry level process piping design technicians.

The Process Piping program also provides a solid foundation for students continued studies at the Baccalaureate level in engineering, architecture, industrial management or other related degrees.

Marketable skills for this award include: detail-oriented, interpersonal skills, multi-tasking, organizational skills, technical skills and Word + Office.

## **Engineering Design Technology: Computer Aided Drafting, Certificate of Proficiency**

CAD designers use computer-aided drafting software to create detail drawings and working plans for the manufacturing and construction industry. It is from these CAD drawings that the conceptualization of an idea or design is transformed into a produced product.

The Computer Aided Drafting Certificate of Proficiency provides students the opportunity to study and learn 2D and 3D design, solid modeling methods and standards used in the production of drawings for applications such as mechanical, architectural, machine and/or electrical design.

Students have the opportunity to choose a CAD concentration in mechanical, architectural, or piping design.

After successful completion of the one-year program, the student receives the Computer Aided Drafting Certificate of Proficiency.

This program prepares graduates of the CAD Certificate of Proficiency to enter the workforce with a solid technical CAD background in their chosen area of study.

CAD Certificate graduates are encouraged to consider the opportunity to complete a few more semesters of CAD training to earn the Associates of Applied Science Degree in Engineering Design Technology or Process Piping Design.

Marketable skills for this award include: computer skills + typing, multi-tasking, problem solving and technical skills.

# Engineering Design Technology AAS

Associate of Applied Science

TSI Complete

## MAJOR COURSES 41 CREDITS

DFTG 1409	Basic Computer-Aided Drafting
DFTG 2440	Solid Modeling/Design
TECM 1303	Technical Calculations <b>OR</b>
MATH 1314/1316/1324/1332/1342/2413	
ITSC 1309	Integrated Software Applications I
DFTG 1405	Introduction to Technical Drawing
DFTG 1417	Architectural Drafting – Residential
DFTG 2450	Geometric Dimensioning and Tolerancing
DFTG 2300	Intermediate Architectural Drafting - Residential
DFTG 2306	Machine Design
DFTG 2321	Topographical Drafting
DFTG 1358	Electrical/Electronics Drafting <b>OR</b>
DFTG 2386	Internship – Drafting and Design Technology/Technician, General
MCHN 1319	Manufacturing Materials and Processes

## GENERAL EDUCATION REQUIREMENTS 19 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 41

General Education Requirements: 19

**Total Semester Hours: 60**

## Recommended Course Sequence:

### FIRST SEMESTER CREDIT HOURS

DFTG 1409	Basic Computer-Aided Drafting.....4
DFTG 2440	Solid Modeling/Design.....4
TECM 1303	Technical Calculations <b>OR</b> .....3
MATH 1314 <b>OR</b>	
MATH 1316 <b>OR</b>	
MATH 1324 <b>OR</b>	
MATH 1332 <b>OR</b>	
MATH 1342 <b>OR</b>	
MATH 2413	
EDUC 1300	Learning Framework <b>OR</b> .....3
ITSC 1309	Social and Behavioral Sciences Core Integrated Software Applications I .....3

### SECOND SEMESTER

DFTG 1405	Introduction to Technical Drawing .....4
DFTG 1417	Architectural Drafting – Residential.....4
DFTG 2450	Geo. Dimensioning and Tolerancing .....4
ENGL 1301	Composition I .....3

### THIRD SEMESTER

DFTG 2300	Intermediate Architectural Drafting - .....3
	Residential
DFTG 2306	Machine Design .....3
DFTG 2321	Topographical Drafting.....3
PHYS 1405	Elementary Physics I.....4
xxxx x3xx	Lang., Philosophy and Culture Core <b>OR</b> ....3
	Creative Arts Core

### FOURTH SEMESTER

DFTG 1358	Electrical/Electronics Drafting <b>OR</b> .....3
	DFTG 2386
MCHN 1319	Manufacturing Materials and Processes.....3
ENGL 2311	Technical and Business Writing .....3
SPCH 1321	Bus. & Professional Communication <b>OR</b> ...3
	SPCH 1315

**Total Semester Hours: 60**Courses titled in **bold type** represent general education requirements.

# Process Piping Design AAS

Associate of Applied Science

TSI Complete

## MAJOR COURSES 41 CREDITS

DFTG 1409	Basic Computer-Aided Drafting
DFTG 2440	Solid Modeling/Design
DFTG 1471	Process Piping Design I
ITSC 1309	Integrated Software Applications I
TECM 1303	Technical Calculations <b>OR</b>
MATH 1314/1316/1324/1332/1342/2413	
DFTG 1405	Introduction to Technical Drawing
DFTG 1472	Process Piping Design II
DFTG 2470	Process Piping Design III
DFTG 2471	Process Piping Design IV
ARCE 1452	Structural Drafting
DFTG 1358	Electrical/Electronics Drafting <b>OR</b>
DFTG 2386	Internship – Drafting and Design Technology/Technician, General

## GENERAL EDUCATION REQUIREMENTS 19 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 41

General Education Requirements: 19

**Total Semester Hours: 60**

## Recommended Course Sequence:

### FIRST SEMESTER CREDIT HOURS

DFTG 1409	Basic Computer-Aided Drafting.....4
DFTG 2440	Solid Modeling/Design.....4
DFTG 1471	Process Piping Design I.....4
ITSC 1309	Integrated Software Applications I.....3
TECM 1303	Technical Calculations <b>OR</b> .....3
MATH 1314 <b>OR</b>	
MATH 1316 <b>OR</b>	
MATH 1324 <b>OR</b>	
MATH 1332 <b>OR</b>	
MATH 1342 <b>OR</b>	
MATH 2413	

### SECOND SEMESTER

DFTG 1405	Introduction to Technical Drawing.....4
DFTG 1472	Process Piping Design II.....4
EDUC 1300	Learning Framework <b>OR</b> .....3
Social and Behavioral Sciences Core	
xxxx x3xx	Lang., Philosophy and Culture Core <b>OR</b> ....3
Creative Arts Core	

### THIRD SEMESTER

DFTG 2470	Process Piping Design III.....4
ENGL 1301	Composition I.....3
SPCH 1321	Bus. & Professional Communication <b>OR</b> ...3
SPCH 1315	
PHYS 1405	Elementary Physics I.....4

### FOURTH SEMESTER

DFTG 2471	Process Piping Design IV.....4
ARCE 1452	Structural Drafting.....4
DFTG 1358	Electrical Electronics Drafting <b>OR</b> .....3
DFTG 2386	
ENGL 2311	Technical and Business Writing.....3

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

# Computer Aided Drafting CERT

## Certificate of Proficiency

### TSI Exempt

#### FIRST SEMESTER CREDIT HOURS

DFTG 1409	Basic Computer-Aided Drafting .....	4
DFTG 2440	Solid Modeling/Design.....	4
ITSC 1309	Integrated Software Applications I.....	3
TECM 1303	Technical Calculations .....	3

#### SECOND SEMESTER CREDIT HOURS

DFTG 1405	Introduction to Technical Drawing.....	4
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Select 3 from eligible engineering design electives:

xxxx x3xx	Engineering Design Elective .....	3
xxxx x3xx	Engineering Design Elective .....	3
xxxx x3xx	Engineering Design Elective .....	3

Eligible engineering design electives are as follows:

DFTG 1417	Architectural Drafting - Residential
DFTG 2300	Intermediate Architectural Drafting - Residential
DFTG 2450	Geometric Dimensioning and Tolerancing
DFTG 2306	Machine Design
MCHN 1319	Manufacturing Materials and Processes
DFTG 1471	Process Piping Design I
DFTG 1472	Process Piping Design II
DFTG 2470	Process Piping Design III
ARCE 1452	Structural Drafting
DFTG 2321	Topographical Drafting

#### Total Semester Hours: 27

*Recommended Computer-Aided Drafting elective combinations:*

*Architectural Design: DFTG 1417, DFTG 2300, ARCE 1452*

*Process Piping Design: DFTG 1471, DFTG 1472, DFTG 2470*

*Mechanical Design: MCHN 1319, DFTG 2450, DFTG 2306*

# English

## English AA

The English Associate of Arts program at TJC provides you with the first two years toward gaining a Bachelor of Arts, while preparing you for a wide range of career opportunities.

Our program will help you enhance your writing, critical thinking and reading skills, while also expressing your creativity. This is an opportunity to expand your mind as you continue on your professional or educational pathway.

Marketable skills for this award include: creativity, critical thinking, meeting deadlines, research, team work and written communication skills.

### Associate of Arts

#### TSI Complete

#### MAJOR COURSES <sup>A</sup>

**16 CREDITS**

Select no fewer than 5 English courses.

ENGL 1302	Composition II
ENGL 2307	Creative Writing I
ENGL 2311	Technical and Business Writing
ENGL 2322	British Literature I
ENGL 2323	British Literature II
ENGL 2327	American Literature I
ENGL 2328	American Literature II
ENGL 2332	World Literature I
ENGL 2333	World Literature II

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
EDUC 1300	Learning Framework*.....	3
MATH xxxx	Mathematics Core.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
xxxx x4xx	Life and Physical Sciences Core.....	4
xxxx x3xx	Creative Arts Core.....	3
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	

#### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
xxxx x3xx	English Major choice.....	3
xxxx x3xx	Social and Behavioral Sciences Core.....	3
xxxx x3xx	English Major choice.....	3
xxxx x3xx	English Major choice.....	3

#### FOURTH SEMESTER

GOVT 2306	Texas Government.....	3
xxxx x3xx	Lang., Philosophy and Culture Core.....	3
xxxx x3xx	English Major choice.....	3
xxxx x3xx	English Major choice.....	3
xxxx x1xx	Elective.....	1

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

# Fire Protection Technology

## **Fire Protection Technology, Associate of Applied Science**

Fire Protection is about creating, maintaining and providing a safe environment for society.

Our team at TJC offers some of the best fire protection instruction available. Our instructors are professional firefighters with approximately 200 cumulative years of experience in the fields of fire protection and prevention.

In our program you will gain the necessary basic firefighter training and education to be able to obtain your Basic Structure Firefighter certification and Emergency Medical Technician certification. As well you will be prepared to advance your career as a fire and/or emergency service leader. With the Fire Protection Technology AAS you will be eligible to gain employment at fire service agencies across the state of Texas.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, leadership, organizational skills, problem solving, technical skills and verbal communication skills.

## **Basic Firefighter, Certificate of Proficiency**

The Basic Firefighter certificate provides you with the knowledge and skills required for entry-level positions in a

wide range of fire departments. Upon certificate completion you will be eligible to test for the Basic Structure Firefighter Certification with the Texas Commission on Fire Protection. You also will be eligible to test for Emergency Medical Technician status with the Department of State Health Services.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, leadership, problem solving and technical skills.

## **Fire Service Leadership, Certificate of Proficiency**

The Fire Service Leadership certificate enhances your education with courses in fire prevention, arson investigation and leadership. Upon completion of this series of courses you will be eligible to pursue a Fire Officer I certification with the Texas Commission on Fire Protection.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, leadership, organizational skills and verbal communication skills.

## FIRE PROTECTION TECHNOLOGY

# Fire Protection Technology AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES 45 CREDITS

EMSP 1501	Emergency Medical Technician <b>OR</b>
FIRT 1301	Fundamentals of Fire Protection
EMSP 1160	Clinical – Emergency Medical Tech. <b>OR</b>
FIRT 1353	Legal Aspects of Fire Protection
FIRS 1103	Firefighter Agility & Fitness Preparation <b>OR</b>
FIRT 1327	Building Construction in the Fire Service
FIRS 1301	Firefighter Certification I <b>OR</b>
FIRT 1311	Fire Service Hydraulics
FIRS 1407	Firefighter Certification II <b>OR</b>
CRIJ 1301	Introduction to Criminal Justice
FIRS 1313	Firefighter Certification III <b>OR</b>
FIRT 1338	Fire Protection Systems
FIRS 1319	Firefighter Certification IV <b>OR</b>
FIRT 1333	Fire Chemistry I
FIRS 1323	Firefighter Certification V <b>OR</b>
FIRT 1305	Public Education Programs
FIRS 1329	Firefighter Certification VI <b>OR</b>
FIRT 1315	Hazardous Materials I
FIRS 1433	Firefighter Certification VII <b>OR</b>
FIRT 1349	Fire Administration II
FIRT 1309	Fire Administration I
FIRT 1303	Fire and Arson Investigations I
FIRT 1307	Fire Prevention Codes and Inspections
FIRT 1319	Firefighter Health and Safety
FIRT 2309	Firefighting Strategies and Tactics I

### GENERAL EDUCATION REQUIREMENTS 15 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60**

*NOTE: Special admission and retention rules apply to all portions of the fire protection technology program. See department chair or department coordinator for details. Admission to the program is selective and prior acceptance to the program is required before enrollment.*

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

EMSP 1501	Emergency Medical Technician <b>OR</b> .....	5
FIRT 1301		
EMSP 1160	Clinical – Emergency Medical Tech. <b>OR</b> .....	1
FIRT 1353		
FIRS 1103	Firefighter Agility & Fitness Prep. <b>OR</b> .....	1
FIRT 1327		
FIRS 1301	Firefighter Certification I <b>OR</b> .....	3
FIRT 1311		
FIRS 1407	Firefighter Certification II <b>OR</b> .....	4
CRIJ 1301		

#### SECOND SEMESTER

FIRS 1313	Firefighter Certification III <b>OR</b> .....	3
FIRT 1338		
FIRS 1319	Firefighter Certification IV <b>OR</b> .....	3
FIRT 1333		
FIRS 1323	Firefighter Certification V <b>OR</b> .....	3
FIRT 1305		
FIRS 1329	Firefighter Certification VI <b>OR</b> .....	3
FIRT 1315		
FIRS 1433	Firefighter Certification VII <b>OR</b> .....	4
FIRT 1349		

#### THIRD SEMESTER

FIRT 1309	Fire Administration I .....	3
FIRT 1303	Fire and Arson Investigations I .....	3
FIRT 1307	Fire Prevention Codes and Inspections .....	3
<b>ENGL 1301</b>	<b>Composition I</b> .....	3
<b>MATH xxxx</b>	<b>Mathematics Core</b> .....	3

#### FOURTH SEMESTER

FIRT 1319	Firefighter Health and Safety .....	3
FIRT 2309	Firefighting Strategies and Tactics I .....	3
<b>GOVT 2306</b>	<b>Texas Government</b> .....	3
<b>xxxx x3xx</b>	<b>Lang., Philosophy and Culture Core*</b> .....	3
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication <b>OR</b></b> .....	3
	<b>SPCH 1315</b>	

**Total Semester Hours: 60**

*Courses titled in **bold type** represent general education requirements.*

*\*PHIL 2306 preferred.*

*Note: Upon review, students who have successfully completed an accredited Basic Fire Academy recognized by the Texas Commission on Fire Protection and successfully pass the State Certification Exam may be eligible to apply up to 24 hours' credit toward the associate degree in Fire Protection. Posting fee required. Students must complete a minimum of three semester credit hours at TJC to be eligible. Credit will be awarded and posted to the student's transcript during the final semester of coursework applicable to the AAS in Fire Protection Technology program. For more information, students should contact the department chair.*



## FIRE PROTECTION TECHNOLOGY

# Basic Firefighter CERT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		CREDIT HOURS
EMSP 1501	Emergency Medical Technician .....	5
EMSP 1160	Clinical – Emergency Medical Tech. ....	1
FIRS 1103	Firefighter Agility & Fitness Prep. ....	1
FIRS 1301	Firefighter Certification I .....	3
FIRS 1407	Firefighter Certification II .....	4
SECOND SEMESTER		
FIRS 1313	Firefighter Certification III .....	3
FIRS 1319	Firefighter Certification IV .....	3
FIRS 1323	Firefighter Certification V .....	3
FIRS 1329	Firefighter Certification VI .....	3
FIRS 1433	Firefighter Certification VII .....	4

**Total Semester Hours: 30**

*Note: After successfully completing these courses, students are eligible to apply to take the state Basic Structure Firefighter Certification Exam with the Texas Commission on Fire Protection and the National Registry of EMTs Examination for Certification as an Emergency Medical Technician.*

*NOTE: Special admission and retention rules apply to all portions of the fire protection technology program. See department chair or department coordinator for details. Admission to the program is selective and prior acceptance to the program is required before enrollment.*

## FIRE PROTECTION TECHNOLOGY

# Fire Service Leadership CERT

Certificate of Proficiency

TSI Exempt

FIRST SEMESTER		CREDIT HOURS
FIRT 1309	Fire Administration I .....	3
FIRT 1303	Fire and Arson Investigations I .....	3
FIRT 1307	Fire Prevention Codes and Inspections .....	3
FIRT 1319	Firefighter Health and Safety .....	3
FIRT 2309	Firefighting Strategies and Tactics I .....	3
SPCH 1321	Bus. & Professional Communication OR...3	
	SPCH 1315	

**Total Semester Hours: 18**

# Game and Simulation Development

## **Game and Simulation Development: Graphics, Associate of Applied Science**

Explore your creativity by enrolling in TJC's Game and Simulation Development program. Earn your Associate of Applied Science in graphics and make a career out of something you love.

Our program in graphics will give you the basic skills to enter the electronic game and computer simulation industry. Learn how to visually captivate an audience from our expert faculty. We'll show you the latest 2D and 3D design technology and teach you the best design techniques to turn you into a leading digital artist in a rapidly-growing and lucrative industry.

Turn your passion for playing video games into a work of art.

Marketable skills for this award include: computer skills + typing, creativity, critical thinking, detail-oriented, problem solving and technical skills.

## **Game and Simulation Development: Programming, Associate of Applied Science**

Do you love playing video games, but always think they could be better if they just did...? Our programming degree can put you in the driver's seat to creating the best video game ever because programmers control the video game and make it run properly.

With our program, you will receive a strong foundation in coding and design, learn the intricacies of the industry's most cutting-edge software packages and develop a broad skillset of methods that will allow you to be well-equipped to enter the workforce upon graduation.

Additionally, you will obtain the best knowledge of the gaming industry and acquire the technical and interpersonal skills needed to be successful in a rapidly-growing and lucrative industry.

Turn your passion for playing video games into a digital masterpiece and join a respected, highly-prized profession on the cutting edge of a rapidly evolving, multi-billion-dollar industry.

Marketable skills for this award include: analytical/quantitative skills, computer skills + typing, detail-oriented, mathematics, problem solving and technical skills.

## GAME AND SIMULATION DEVELOPMENT

# Game and Simulation Development: Graphics AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES 45 CREDITS

GAME 1303	Introduction to Game Design and Development
ARTC 1321	Illustration Techniques I
ARTV 1345	3-D Modeling and Rendering I
ITSE 1302	Computer Programming <b>OR</b>
ARTS 1316	Drawing I <b>OR</b>
ARTS 1311	Design I <b>OR</b>
ARTS 1312	Design II <b>OR</b>
ARTS 1317	Drawing II <b>OR</b>
ARTS 2316	Painting I <b>OR</b>
ARTS 2317	Painting II <b>OR</b>
ARTS 2323	Life Drawing <b>OR</b>
ARTS 2326	Sculpture
ARTC 2301	Illustration Techniques II
ARTV 2345	3-D Modeling and Rendering II
ARTV 1341	3-D Animation I
GAME 1334	Video Game Art I
GAME 2309	Video Game Art II
GAME 2332	Project Development I
GAME 2334	Project Development II
ARTV 2351	3-D Animation II
GAME 2308	Portfolio for Game Development
ARTT 1391	Special Topics in Drawing

### GENERAL EDUCATION REQUIREMENTS 15 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

GAME 1303	Introduction to Game Design and Development	3
ARTC 1321	Illustration Techniques I	3
ARTV 1345	3-D Modeling and Rendering I	3
EDUC 1300	Learning Framework	3
ITSE 1302	Computer Programming <b>OR</b>	3
	ARTS 1316 <b>OR</b>	
	ARTS 1311 <b>OR</b>	
	ARTS 1312 <b>OR</b>	
	ARTS 1317 <b>OR</b>	
	ARTS 2316 <b>OR</b>	
	ARTS 2317 <b>OR</b>	
	ARTS 2323 <b>OR</b>	
	ARTS 2326	

#### SECOND SEMESTER

ARTC 2301	Illustration Techniques II	3
ARTV 2345	3-D Modeling and Rendering II	3
ARTS 1316	Drawing I <b>OR</b>	3
	ARTS 1311 <b>OR</b>	
	ARTS 1312 <b>OR</b>	
	ARTS 1317 <b>OR</b>	
	ARTS 2316 <b>OR</b>	
	ARTS 2317 <b>OR</b>	
	ARTS 2323 <b>OR</b>	
	ARTS 2326 <b>OR</b>	
	ITSE 1302	
ENGL 1301	Composition I	3
SPCH 1321	Bus. & Professional Communication <b>OR</b>	3
	SPCH 1315	

#### THIRD SEMESTER

ARTV 1341	3-D Animation I	3
GAME 1334	Video Game Art I	3
GAME 2309	Video Game Art II	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning) <b>OR</b>	3
	MATH 1342 <b>OR</b>	
	MATH 1350 <b>OR</b>	
	MATH 1351 <b>OR</b>	
	MATH 1314 <b>OR</b>	
	MATH 1316 <b>OR</b>	
	MATH 1324	
xxxx x3xx	Lang., Philosophy and Culture Core <b>OR</b>	3
	Creative Arts Core	

#### FOURTH SEMESTER

GAME 2332	Project Development I	3
GAME 2334	Project Development II	3
ARTV 2351	3-D Animation II	3
GAME 2308	Portfolio for Game Development	3
ARTT 1391	Special Topics in Drawing	3

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

## GAME AND SIMULATION DEVELOPMENT

# Game and Simulation Development: Programming AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES 42 CREDITS

ARTV 1345	3-D Modeling and Rendering I
GAME 1303	Introduction to Game Design and Development
ITSE 1302	Computer Programming
GAME 1343	Game and Simulation Programming I
GAME 2341	Game Scripting
COSC 1436	Programming Fundamentals I
GAME 1359	Game and Simulation Programming II
COSC 1437	Programming Fundamentals II
GAME 2359	Game and Simulation Group Project
GAME 1394	Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects
GAME 1353	Multi-User Game Programming I
GAME 2343	Multi-User Game Programming II
COSC 2436	Programming Fundamentals III

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 42

General Education Requirements: 18

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

ARTV 1345	3-D Modeling and Rendering I .....	3
GAME 1303	Introduction to Game Design and.....	3
	Development	
ITSE 1302	Computer Programming .....	3
<b>EDUC 1300</b>	<b>Learning Framework.....</b>	<b>3</b>
<b>MATH 1314</b>	<b>College Algebra.....</b>	<b>3</b>

#### SECOND SEMESTER

GAME 1343	Game and Simulation Programming I .....	3
GAME 2341	Game Scripting.....	3
COSC 1436	Programming Fundamentals I .....	4
<b>MATH 1316</b>	<b>Plane Trigonometry .....</b>	<b>3</b>
<b>ENGL 1301</b>	<b>Composition I .....</b>	<b>3</b>

#### THIRD SEMESTER

GAME 1359	Game and Simulation Programming II .....	3
COSC 1437	Programming Fundamentals II.....	4
GAME 2359	Game and Simulation Group Project .....	3
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication OR ..</b>	<b>3</b>
	<b>SPCH 1315</b>	

#### FOURTH SEMESTER

GAME 1394	Special Topics in Animation, Interactive .....	3
	Technology, Video Graphics and Special Effects	
GAME 1353	Multi-User Game Programming I .....	3
GAME 2343	Multi-User Game Programming II .....	3
COSC 2436	Programming Fundamentals III .....	4
xxxx x3xx	<b>Lang., Philosophy and Culture Core OR ....</b>	<b>3</b>
	<b>Creative Arts Core</b>	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

# Geology

## Geology AS

Geology is a vibrant field that integrates detailed field and laboratory work to deepen our understanding of earth processes.

Our program offers you a hands-on and practical experience in this essential and exciting field. Upon graduation students will be ready for entry-level employment in countless geological careers or well-equipped to continue their education at other institutions.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, mathematics, meeting deadlines, problem solving and strong work ethic.

### Associate of Science

#### TSI Complete

#### MAJOR COURSES <sup>A</sup>

**16 CREDITS**

Select four:

MATH 1316	Plane Trigonometry
PHYS 1401	College Physics I
CHEM 1411	General Chemistry I
GEOL 1405	Environmental Science <b>OR</b>
PHYS 1402	College Physics II <b>OR</b>
CHEM 1412	General Chemistry II

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
MATH 1314	College Algebra.....	3
GEOL 1403	Physical Geology**.....	4
EDUC 1300	Learning Framework*.....	3
HIST 1301	United States History I.....	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
MATH 1316	Plane Trigonometry .....	3
GEOL 1404	Historical Geology**.....	4
CHEM 1411	General Chemistry I.....	4

#### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
PHYS 1401	College Physics I .....	4
ECON 2301	Principles of Macroeconomics* .....	3
ENGL 2332	World Literature I* <b>OR</b> .....	3
	ENGL 2333*	

#### FOURTH SEMESTER

GOVT 2306	Texas Government .....	3
GEOL 1405	Environmental Science <b>OR</b> .....	4
	PHYS 1402 <b>OR</b>	
	CHEM 1412	
SPCH 1321	Bus. & Professional Communication* .....	3
xxxx x3xx	Creative Arts Core.....	3
xxxx x1xx	Elective.....	1

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

\*\*From the core choices, GEOL 1403 and 1404 are required for the Geology Degree.

A student majoring in geology should see a TJC academic advisor for help in completing a degree plan. To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

For more information, contact: Department Chair, Engineering/Physical Sciences, G-207/903-10-2887.

# Government

## Government AA

If politics grabs your attention, then consider majoring in Government. With the many different fields available, we will put you on the right track for your professional and academic path.

Our program teaches you how to think and communicate effectively about politics. Our goal is to assist you in becoming academically experienced with the world of politics and government.

Additionally, we prepare you with the first two years of government courses to transfer to an institution that grants a baccalaureate degree.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, organizational skills, research, team work and written communication skills.

### Associate of Arts – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES <sup>A</sup> 16 CREDITS

GOVT 2304	Introduction to Political Science
GOVT 2311	Mexican-American and Latinx Politics
MATH 1324	Mathematics for Business & Social Sciences
GEOG 1303	World Regional Geography

Select one:

GOVT 2389	Academic Cooperative <b>OR</b>
ECON 2302	Principles of Microeconomics <b>OR</b>
PHIL 1301	Introduction to Philosophy <b>OR</b>
PHIL 2306	Introduction to Ethics <b>OR</b>
SOCI 1301	Introduction to Sociology <b>OR</b>
COMM 1307	Introduction to Mass Communication

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
ENGL 1301	Composition I.....3
HIST 1301	United States History I.....3
EDUC 1300	Learning Framework*.....3
xxxx x4xx	Life and Physical Sciences Core.....4
GOVT 2304	Introduction to Political Science .....3

SECOND SEMESTER	CREDIT HOURS
ENGL 1302	Composition II <b>OR</b> .....3
	ENGL 2311
HIST 1302	United States History II* .....3
GOVT 2311	Mexican-American and Latinx Politics.....3
MATH 1342	Elementary Statistical Methods** .....3
xxxx x4xx	Life and Physical Sciences Core.....4

THIRD SEMESTER	CREDIT HOURS
GOVT 2305	Federal Government.....3
SPCH 1315	Public Speaking <b>OR</b> .....3
	SPCH 1321
MATH 1324	Math. for Business & Social Sciences.....3
GEOG 1303	World Regional Geography.....3
xxxx x1xx	Elective.....1

FOURTH SEMESTER	CREDIT HOURS
GOVT 2306	Texas Government .....3
xxxx x3xx	Creative Arts Core.....3
xxxx x3xx	Lang., Philosophy and Culture Core.....3
ECON 2301	Principles of Macroeconomics* .....3
xxxx x3xx	Major Course Elective .....3

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*\*MATH 1342 is the required Mathematics core course. Substitutions are prohibited by Field of Study requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

Students should consult with a TJC advisor and refer to the Catalog(s) of their transfer institution(s) for specific degree requirements.

# Health Information Technology

## **Health Information Technology, Associate of Applied Science**

The healthcare industry is a great career choice because it is always highly in demand, but what if you aren't really interested in dealing directly with patients? Become a health information technician with our online\* degree program.

Health Information Management (HIM) is the practice of acquiring, analyzing and protecting digital and traditional medical information vital to providing quality patient care. We will train you in the latest information management technology applications and help you understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice.

After earning your degree, you are eligible to take the Registered Health Information Technician (RHIT) exam. Passing this exam will give you the national credential of RHIT. RHIT certification is valid in all 50 states.

Enrollment in this program is limited. See [Selective Admissions](#) requirements in the Admission section of this Catalog. Contact program coordinator for details.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, interpersonal skills, meeting deadlines, verbal communication skills and written communication skills.

## **Health Information Technology, Medical Coding Certificate**

Medical coding specialists play an essential role in the business of healthcare. Using alphanumeric diagnosis and procedure codes, they communicate critical information about medical conditions and treatments. Correct coding ensures proper recording of a patient's medical conditions, verification of the provider's services, and appropriate reimbursement by payers for those services.

Additionally, codes are used to monitor public health threats, such as diabetes or measles outbreaks, to track provider performance and to identify potential areas of financial or medical fraud or abuse within the healthcare industry. Medical coding specialists must review a patient's medical record and will, at times, talk to the patient's healthcare provider or research payer policies to uncover missing information. When coding is done properly, patients, providers, and payers all benefit.

AHIMA (American Health Information Management Association) offers a certification: the entry-level Certified Coding Associate (CCA), for which a student would be eligible to take the exam upon completion of the Medical Coding Certificate.

Enrollment in this program is limited. See [Selective Admissions](#) requirements in the Admission section of this Catalog. Contact program coordinator for details.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, meeting deadlines and written communication skills.



# Health Information Technology AAS

Associate of Applied Science

TSI Complete

## MAJOR COURSES 40 CREDITS

BCIS 1405	Business Computer Applications
HITT 1301	Health Data Content and Structure
HITT 1305	Medical Terminology I
HITT 1311	Health Information Systems
HITT 1353	Legal and Ethical Aspects of Health Information
HPRS 2301	Pathophysiology
POFM 1300	Basic Medical Coding
HITT 1341	Coding and Classification Systems
HITT 2339	Health Information Organization and Supervision
HITT 2343	Quality Assessment and Performance Improvement
HITT 2261	Clinical – Health Information/Medical Technology/Technician*
HITT 2346	Advanced Medical Coding
HITT 2335	Coding and Reimbursement Methodologies
HITT 2149	RHIT Competency Review

## GENERAL EDUCATION REQUIREMENTS 20 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 40

General Education Requirements: 20

**Total Semester Hours: 60**

## Recommended Course Sequence:

### PREREQUISITES CREDIT HOURS

BCIS 1405	Business Computer Applications .....	4
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### FIRST SEMESTER

BIOL 2401	<b>Anatomy &amp; Physiology I*</b> .....	4
MATH 1342	<b>Elementary Statistical Methods</b> .....	3
HITT 1301	Health Data Content and Structure .....	3
HITT 1305	Medical Terminology I .....	3
xxxx x3xx	<b>Social and Behavioral Sciences Core</b> .....	3

### SECOND SEMESTER

BIOL 2402	<b>Anatomy &amp; Physiology II*</b> .....	4
HITT 1311	Health Information Systems .....	3
HITT 1353	Legal and Ethical Aspects of Health Information .....	3
HPRS 2301	Pathophysiology .....	3
POFM 1300	Basic Medical Coding .....	3

### THIRD SEMESTER

ENGL 1301	<b>Composition I</b> .....	3
HITT 1341	Coding and Classification Systems .....	3
HITT 2339	Health Information Organization and Supervision .....	3
HITT 2343	Quality Assessment and Performance Improvement .....	3

### FOURTH SEMESTER

HITT 2261	Clinical – Health Information/Medical Technology/Technician* .....	2
HITT 2346	Advanced Medical Coding .....	3
HITT 2335	Coding & Reimbursement Methodologies .....	3
HITT 2149	RHIT Competency Review .....	1
xxxx x3xx	<b>Creative Arts Core OR Lang., Philosophy and Culture Core</b> .....	3

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

\*Every course in the degree plan can be taken online except BIOL 2401 and BIOL 2402 labs. The clinical course HITT 2261 is online but requires clinical hours at a facility.

Department-specific courses must be taken in sequence and may have a prerequisite course. All required major courses of the HIT program must be completed with a grade of "C" or better in order to progress to the next level course.

The program is nationally accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

# Medical Coding CERT

Certificate of Proficiency

TSI Reading & Writing Complete

## SUMMER I

## CREDIT HOURS

BCIS 1405	Business Computer Applications.....	4
BIOL 2401	Anatomy & Physiology I .....	4
HITT 1305	Medical Terminology I .....	3

## FIRST SEMESTER

BIOL 2402	Anatomy & Physiology II .....	4
HPRS 2301	Pathophysiology.....	3
HITT 1301	Health Data Content and Structure .....	3
HITT 1341	Coding and Classification Systems.....	3

## SECOND SEMESTER

POFM 1300	Basic Medical Coding .....	3
HITT 1311	Health Information Systems.....	3
HITT 2346	Advanced Medical Coding.....	3
HITT 2335	Coding & Reimbursement .....	3
	Methodologies	

**Total Semester Hours: 36**

# Health Studies

## Health Studies AS

Health and fitness are growing fields in today's health-conscious society. Use our Health Studies degree to help you move forward and make an impact in health career applications including wellness, personal training, health education, occupational health and safety or recreational therapy.

Our top-notch faculty use hands-on practice and coursework to prepare you for entry into a variety of fields associated with corporate, community and educational settings in health and wellness. Additionally, with our degree you can continue your academic pathway to a baccalaureate degree to pursue a career in dietetics as well as other degrees related to the health professions such as nursing, dental hygiene and other related fields.

Our program is the perfect starting point for you!

Marketable skills for this award include: critical thinking, problem solving, self-starter, strong work ethic, tactfulness and verbal communication skills.

### Associate of Science – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES <sup>A</sup> 16 CREDITS

PHED 1304	Personal/Community Health I
PHED 1306	First Aid <b>OR</b>
PSYC 2314	Lifespan Growth and Development
PHED 1346	Drug Use & Abuse
KINE 1301	Foundations of Kinesiology** <b>AND</b>
KINE 1164	Introduction to Physical Fitness and Wellness** <b>OR</b>
BIOL 2420	Microbiology for Non-Science Majors <b>OR</b>
CHEM 1406	Introductory Chemistry I – Allied Health Emphasis
BIOL 1322	Nutrition & Diet Therapy

#### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

MATH 1314	College Algebra* .....	3
ENGL 1301	Composition I.....	3
BIOL 2401	Anatomy & Physiology I* .....	4
PSYC 2301	General Psychology* .....	3
EDUC 1300	Learning Framework* .....	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
BIOL 2402	Anatomy & Physiology II* .....	4
PHED 1304	Personal/Community Health I .....	3
PHED 1306	First Aid <b>OR</b> .....	3
	PSYC 2314	

#### THIRD SEMESTER

HIST 1301	United States History I.....	3
GOVT 2305	Federal Government.....	3
PHED 1346	Drug Use & Abuse .....	3
xxxx x3xx	Lang., Philosophy and Culture Core.....	3
KINE 1301	Foundations of Kinesiology** <b>AND</b> .....	4
	KINE 1164** <b>OR</b>	
	BIOL 2420 <b>OR</b>	
	CHEM 1406	

#### FOURTH SEMESTER

BIOL 1322	Nutrition & Diet Therapy .....	3
HIST 1302	United States History II* .....	3
GOVT 2306	Texas Government .....	3
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
xxxx x3xx	Creative Arts Core.....	3

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

\*\* Students choosing KINE 1301 must also take KINE 1164.

# Healthcare Administration

## Healthcare Administration AAS

Are you looking to develop your leadership skills and have at least one year of practical experience in healthcare? If so, then our Healthcare Administration degree program might be the perfect fit for you. Our degree will provide you the next step in a foundation and framework for growth and success as a healthcare manager by reinforcing important business knowledge and skills.

Our program offers a curriculum that will build upon your work experience and further equip you with education directly related to healthcare. The online\* degree will provide you with a focus on critical thinking, information utilization and fundamental competencies in healthcare management principles. This program is by selective admission. For additional information, refer to [Selective Admissions](#) in the Admissions section of this *Catalog*.

Marketable skills for this award include: analytical/quantitative skills, computer skills + typing, critical thinking, interpersonal skills, leadership and verbal communication skills.

### Associate of Applied Science

#### TSI Reading & Writing Complete

#### MAJOR COURSES

**41 CREDITS**

HITT 1305	Medical Terminology I
BMGT 1301	Supervision
HRPO 2307	Organizational Behavior
BMGT 1344	Negotiations and Conflict Management
HPRS 2321	Medical Law and Ethics for Health Professionals
HRPO 2301	Human Resources Management
HITT 2340	Advanced Medical Billing and Reimbursement
HITT 2326	Project Management for Health Professions
HITT 2370	Credentialing and Managed Care Contracts
HITT 2471	Portfolio I
MRKG 2348	Marketing Research and Strategies
BMGT 2311	Change Management
HITT 2472	Portfolio II

#### GENERAL EDUCATION REQUIREMENTS 19 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 41

General Education Requirements: 19

**Total Semester Hours: 60**

#### Recommended Course Sequence:

##### FIRST SEMESTER

##### CREDIT HOURS

HITT 1305	Medical Terminology I.....3
BMGT 1301	Supervision.....3
HRPO 2307	Organizational Behavior.....3
<b>ENGL 1301</b>	<b>Composition I.....3</b>
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication OR ..3</b>
	<b>SPCH 1315</b>

##### SECOND SEMESTER

BMGT 1344	Negotiations and Conflict Management.....3
HPRS 2321	Medical Law and Ethics for Health Professionals.....3
HRPO 2301	Human Resources Management.....3
<b>ENGL 2311</b>	<b>Technical and Business Writing OR .....3</b>
	<b>ENGL 1302</b>
HITT 2340	Advanced Medical Billing and .....3
	Reimbursement

##### THIRD SEMESTER

HITT 2370	Credentialing and Managed Care.....3
	Contracts
HITT 2326	Project Management for Health Professions.....3
HITT 2471	Portfolio I.....4
<b>BIOL 2404</b>	<b>Anatomy &amp; Physiology* OR .....4</b>
	<b>BIOL 1408</b>

##### FOURTH SEMESTER

MRKG 2348	Marketing Research and Strategies.....3
BMGT 2311	Change Management.....3
HITT 2472	Portfolio II.....4
<b>PSYC 2301</b>	<b>General Psychology OR.....3</b>
	<b>PSYC 2314</b>
<b>PHIL 2306</b>	<b>Introduction to Ethics OR.....3</b>
	<b>PHIL 1301 OR</b>
	<b>PHIL 1304 OR</b>
	<b>Creative Arts Core</b>

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

\*Every course in the degree plan can be taken online except BIOL 2404 and associated labs.

All required major courses of the HCA program must be completed with a "C" or better.

# Healthcare Administration BAT

## Healthcare Administration, Bachelor of Applied Technology

The Bachelor of Applied Technology degree (BAT) in Healthcare Administration will prepare graduates for entry to mid-level management positions in a health care or medical facility.

Graduates of this program will provide valuable expertise in the area of health care systems management, finance, medical staff roles and responsibilities, reimbursement mechanisms, the electronic medical record, privacy issues, and legal issues related to the health care industry.

The program model is a skills-based degree with emphasis placed on instruction, assessment, and student demonstration of the required knowledge and skills necessary for workplace success, as defined by local, regional and national healthcare standards.

For additional information, refer to [Selective Admissions](#) in the Admissions section of this *Catalog*.

Marketable skills for this award include: analytical/quantitative skills, computer skills + typing, critical thinking, detail-oriented, organizational skills, problem solving, strategic planning skills and written communication skills.

# Healthcare Administration BAT

## Bachelor of Applied Technology

### TSI Complete

The bachelor of applied technology in Healthcare Administration is contingent on completion of a Healthcare-related or Business-related AAS degree.

### MAJOR COURSES

**38 CREDITS**

HTMS 3300	Legal Aspects of Healthcare Management
HTMS 3301	Introduction to Healthcare Systems
HTMS 3303	Healthcare Revenue Cycle Management
HTMS 3302	Quality Assurance and Risk Management
HTMS 3305	Employment Law in Healthcare Management
HTMS 3410	Healthcare Finance and Administrative Models
HTMS 4300	Global Health Systems
HTMS 4302	Healthcare Statistics and Data Analysis
HTMS 4401	Introduction to Healthcare Informatics
HTMS 4301	Healthcare Administration Capstone Course
HTMS 4304	Seminar in Healthcare Administration
HTMS 4306	Comprehensive Program Review

### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Transferred AAS Credit Hours: 38

Major Courses: 38

TJC Core Curriculum: 44

**Total Semester Hours: 120**

### Course Sequence:

#### PREREQUISITES

#### CREDIT HOURS

Credit hours transferred from a completed Healthcare-related or Business-related AAS ..... 38

#### FALL SEMESTER

HTMS 3300	Legal Aspects of Healthcare Management..3
HTMS 3301	Introduction to Healthcare Systems.....3
HTMS 3303	Healthcare Revenue Cycle Management ..3

#### SPRING SEMESTER

HTMS 3302	Quality Assurance and Risk Management..3
HTMS 3305	Employment Law in Healthcare .....3
	Management
HTMS 3410	Healthcare Finance and Administrative.....4
	Models

#### FALL SEMESTER

HTMS 4300	Global Health Systems .....3
HTMS 4302	Healthcare Statistics and Data Analysis.....3
HTMS 4401	Introduction to Healthcare Informatics .....4

#### SPRING SEMESTER

HTMS 4304	Seminar in Healthcare Administration .....3
HTMS 4306	Comprehensive Program Review .....3
HTMS 4301	Healthcare Admin. Capstone Course .....3

### Total Semester Hours: 120

*Special admission and retention rules apply.*

*All required major courses of the HCA BAT program must be completed with a "C" or better.*

*Applicants are eligible for admission to the program if they have earned an associate's degree in Healthcare Administration (AAS), Medical Office Management (AAS), Health Information Technology (AAS) or Business Management (AAS) with a cumulative Grade Point Average (GPA) of 2.5 or higher.*

*Applicants with prior college level coursework or an AAS, AA, or AS degree which is non-healthcare related or those without the required associate's degree should consult with an [academic advisor](#) or [department chair](#) for additional admission information for the degree program.*

*If you meet the requirements as stated above, the steps to apply are as follows:*

1. Apply for admissions to TJC (<https://www.tjc.edu/admissions>).
2. Complete and submit a selective admission application for the BAT program via
  - Web address for selective admissions application: <https://www.tjc.edu/selectiveadmissions>
  - Email the Healthcare Administration BAT selective admissions application to the department chair at [tbur@tjc.edu](mailto:tbur@tjc.edu).
  - Drop off the information at the Office of the Dean of School of Professional and Technical Programs, located in the Pirtle Technology Building, Room 203, on TJC's Main Campus.

# Heating, Air Conditioning and Refrigeration Technology

## **Heating, Air Conditioning and Refrigeration Technology, Associate of Applied Science**

If you like working with your hands and wish to enter the workforce quickly, then consider a career as a Heating, Air Conditioning and Refrigeration (HVAC) Technician.

We offer hands-on, technical training in small classes at an affordable price. Our curriculum will prepare you to assist in planning, installing, operating and maintaining air conditioning and refrigeration equipment.

Upon graduation, you will have the necessary skills to work efficiently with engineers, system designers, skilled craftsmen, salespersons and others in the field.

Marketable skills for this award include: critical thinking, interpersonal skills, problem solving and team work.

## **Heating, Air Conditioning and Refrigeration Technology, Entry Level**

### **Certificate of Proficiency**

Everyone knows that Texas heat is not to be messed with, which is why becoming an air conditioning technician is a smart career decision. Our program can help you get the training you'll need in order to capitalize on a popular industry.

Our entry level certificate will provide you with the fundamentals needed to start working. You will learn how to operate, maintain and repair air conditioning and refrigeration equipment.

Upon graduation, you will be ready to work in a field with a high demand for technicians.

Marketable skills for this award include: building effective relationships, critical thinking, customer service and technical skills.

## **Heating, Air Conditioning and Refrigeration Technology, Advanced Level**

### **Certificate of Proficiency**

Do you already have the basic skill set for heating, air conditioning and refrigeration repair and you're ready to take the next step? Our advanced level certificate will build on your current foundation and provide you with new skills to further your career.

Our professors will teach you how to help plan and install residential air conditioning and commercial refrigeration systems.

The HART industry is constantly shifting due to rapid changes in technology. The need for extremely skilled, knowledgeable technicians who can adjust to these changes is on the rise, and there's no better place for you to get the highly specialized education you'll need than TJC.

Marketable skills for this award include: critical thinking, interpersonal skills, research and team work.



# Heating, Air Conditioning and Refrigeration Technology AAS

Associate of Applied Science

TSI Complete

MAJOR COURSES	45 CREDITS
HART 1400	HVAC Duct Fabrication
HART 1401	Basic Electricity for HVAC
HART 1407	Refrigeration Principles
HART 1403	Air Conditioning Control Principles
HART 1441	Residential Air Conditioning
HART 1445	Gas and Electric Heating
HART 2442	Commercial Refrigeration
HART 2438	Air Conditioning Installation and Startup
HART 2445	Residential Air Conditioning Systems Design
HART 2336	Air Conditioning Troubleshooting
HART 2349	Heat Pumps
HART 2357	Specialized Commercial Refrigeration

## GENERAL EDUCATION REQUIREMENTS 15 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60**

## Course Sequence:

FIRST SEMESTER	CREDIT HOURS
HART 1400	HVAC Duct Fabrication.....4
HART 1401	Basic Electricity for HVAC.....4
HART 1407	Refrigeration Principles.....4
ENGL 1301	Composition I.....3

## SECOND SEMESTER

HART 1403	Air Conditioning Control Principles.....4
HART 1441	Residential Air Conditioning.....4
HART 1445	Gas and Electric Heating.....4
MATH 1314	College Algebra OR.....3
	MATH 1316 OR
	MATH 1324 OR
	MATH 1332

## THIRD SEMESTER

HART 2442	Commercial Refrigeration.....4
HART 2438	Air Conditioning Installation and.....4
	Startup
HART 2445	Residential Air Conditioning Systems.....4
	Design
xxxx x3xx	Government/Political Science Core OR....3
	ECON 2301 OR
	PSYC 2301 OR
	SOCI 1301

## FOURTH SEMESTER

HART 2336	Air Conditioning Troubleshooting.....3
HART 2349	Heat Pumps.....3
HART 2357	Specialized Commercial Refrigeration.....3
SPCH 1321	Bus. & Professional Communication.....3
PHIL 2306	Introduction to Ethics.....3

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the HART program.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend heating, air conditioning and refrigeration orientation.

## HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

# Entry Level CERT

### Certificate of Proficiency

#### TSI Exempt

FIRST SEMESTER		CREDIT HOURS
HART 1400	HVAC Duct Fabrication .....	4
HART 1401	Basic Electricity for HVAC .....	4
HART 1407	Refrigeration Principles .....	4
SECOND SEMESTER		
HART 1403	Air Conditioning Control Principles .....	4
HART 1441	Residential Air Conditioning .....	4
HART 1445	Gas and Electric Heating .....	4

**Total Semester Hours: 24**

*NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the HART program.*

*NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.*

*All new students are required to attend air conditioning orientation.*

## HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

# Advanced Level CERT

### Certificate of Proficiency

#### TSI Exempt

PREREQUISITES		CREDIT HOURS
HART 1401	Basic Electricity for HVAC .....	4
HART 1407	Refrigeration Principles .....	4
HART 1403	Air Conditioning Control Principles .....	4
HART 1441	Residential Air Conditioning .....	4
HART 1445	Gas and Electric Heating .....	4

#### FIRST SEMESTER

HART 2442	Commercial Refrigeration .....	4
HART 2438	Air Conditioning Installation and .....	4
	Startup	
HART 2445	Residential Air Conditioning Systems .....	4
	Design	

#### SECOND SEMESTER

HART 2336	Air Conditioning Troubleshooting .....	3
HART 2349	Heat Pumps .....	3
HART 2357	Specialized Commercial Refrigeration .....	3

**Total Semester Hours: 41**

*NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the HART program.*

*NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.*

*All new students are required to attend air conditioning orientation.*

# History

## History AA

Understanding your past is a key element to shaping your future. This is why a History degree can be an excellent asset to have. With a degree in history, you'll have a solid foundation for a number of careers such as teaching, coaching, journalism, law, civil service, criminal justice, government jobs, administration, or the ministry.

Studying history at TJC is a great start to your academic career. Our program provides you with the first two years of United States History, Western Civilization, and other courses to develop content knowledge, writing abilities, reading comprehension, and critical thinking. In addition, we offer a broad selection of liberal arts courses which transfer to four-year institutions and fulfill Core requirements for non-majors.

Marketable skills for this award include: critical thinking, detail-oriented, listener, meeting deadlines, time management and written communication skills.

### Associate of Arts - (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES <sup>A</sup>

**16 CREDITS**

HIST 2311	Western Civilization I <b>OR</b>
HIST 2321	World Civilizations I
HIST 2312	Western Civilization II <b>OR</b>
HIST 2322	World Civilization II
GEOG 1303	World Regional Geography
Select two:	
HIST 1302	United States History II <b>OR</b>
HIST 2301	Texas History <b>OR</b>
HIST 2311	Western Civilization I <b>OR</b>
HIST 2312	Western Civilization II <b>OR</b>
HIST 2321	World Civilizations I <b>OR</b>
HIST 2322	World Civilizations II <b>OR</b>
HIST 2389	Academic Cooperative <b>OR</b>
HIST 2327	Mexican-American History I <b>OR</b>
HIST 2328	Mexican-American History II <b>OR</b>
ANTH 2301	Physical Anthropology <b>OR</b>
ANTH 2302	Introduction to Archeology <b>OR</b>
ANTH 2346	General Anthropology <b>OR</b>
ANTH 2351	Cultural Anthropology <b>OR</b>
ANTH 2389	Academic Cooperative <b>OR</b>
GEOG 1301	Physical Geography

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
EDUC 1300	Learning Framework*.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
GOVT 2305	Federal Government.....	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
HIST 2301	Texas History <b>OR</b> .....	3
	HIST 1302**	
xxxx x4xx	Life and Physical Sciences Core.....	4
GOVT 2306	Texas Government .....	3
MATH xxxx	Mathematics Core .....	3

#### THIRD SEMESTER

SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
xxxx x3xx	Lang., Philosophy and Culture Core.....	3
HIST 2311	Western Civilization I <b>OR</b> .....	3
	HIST 2321	
GEOG 1303	World Regional Geography.....	3
xxxx x3xx	Social and Behavioral Sciences Core .....	3

#### FOURTH SEMESTER

xxxx x3xx	Creative Arts Core.....	3
HIST 2312	Western Civilization II <b>OR</b> .....	3
	HIST 2322	
xxxx x3xx	Major Elective** .....	3
xxxx x3xx	Major Elective .....	3
xxxx x1xx	Elective.....	1

### Total Semester Hours: 60

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

\*\*HIST 1302 recommended if not already taken to meet core requirements.

Check with 4-year institution for transferability of HIST 2301, if using it as a major's elective rather than as a Core requirement.

# Human Services

## **Human Services: Addiction Counseling, Associate of Applied Science**

Addiction counselors are professional counselors that provide individual counseling, group counseling, and educational services to individuals and families experiencing the effects of alcohol and drug abuse addictions.

Our Addiction Counseling degree prepares you to pursue a career as a Licensed Chemical Dependency Counselor (LCDC). This program meets all requirements of the Texas Department of State Health Services and prepares you to become a Counselor Intern.

The program also provides the educational and practicum hours necessary for partial fulfillment of Texas state licensing requirements to become a Licensed Chemical Dependency Counselor. Current state requirements for licensure include:

1. Completion of an associate's degree.
2. Completion of 300 hours of practicum experience under the auspices of an accredited institution of higher education or proprietary school.
3. Passing a comprehensive written examination administered by the Texas Certification Board of Addiction Professionals.
4. Completion of 4,000 hours of supervised work experience following the Department of State Health Services standards.

Contact the department chair or academic advisor for more information.

Marketable skills for this award include: building effective relationships, interpersonal skills, listener, presentation skills, verbal communication skills and written communication skills.

## **Human Services: Addiction Counseling, Certificate of Proficiency**

Our Human Services Addiction Counseling certificate provides you with the knowledge and skills to pursue employment or career advancement as an addiction professional.

Marketable skills for this award include: building effective relationships, interpersonal skills, listener and verbal communication skills.

## HUMAN SERVICES

# Addiction Counseling AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES 42 CREDITS

DAAC 1391	Special Topics in Alcohol/Drug Abuse Counseling
DAAC 2307	Addicted Family Intervention
DAAC 1319	Substance-Related and Addictive Disorders
CMSW 1341	Behavior Modification with Cognitive Disorder* <b>OR</b>
PSYC 2314	Lifespan Growth and Development
DAAC 1304	Pharmacology of Addiction
DAAC 2330	Multicultural Counseling
DAAC 1311	Counseling Theories
DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions
DAAC 1305	Co-Occurring Disorders
DAAC 1317	Basic Counseling Skills
DAAC 2354	Dynamics of Group Counseling
DAAC 2341	Counseling Alcohol and Other Drug Addictions
DAAC 2343	Current Issues
DAAC 2367	Practicum (or Field Experience) – Substance Abuse/Addiction Counseling

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 42

General Education Requirements: 18

**Total Semester Hours: 60**

*Students must consult with an academic advisor before enrolling in courses the initial semester. Courses must be taken in sequence and may have a prerequisite course. Major courses must be completed with a "C" or better for completion of degree. All entering students with a criminal background must contact the department chair.*

*Human Services: Addiction Counseling program students must earn at least a grade of "C" in all courses needed for graduation.*

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

DAAC 1391	Special Topics in Alcohol/Drug Abuse Counseling.....3
DAAC 2307	Addicted Family Intervention.....3
DAAC 1319	Substance-Related and Addictive.....3 Disorders
<b>SOCI 1306</b>	<b>Social Problems OR .....3</b>
	<b>SOCI 1301 OR</b>
	<b>PSYC 2301</b>
<b>MATH 1314</b>	<b>College Algebra OR.....3</b>
	<b>MATH 1332 OR</b>
	<b>MATH 1342 OR</b>
	<b>BIOL 1408 OR</b>
	<b>BIOL 1409 OR</b>
	<b>BIOL 2404 OR</b>
	<b>CHEM 1406 OR</b>
	<b>GEOL 1401 OR</b>
	<b>GEOL 1403 OR</b>
	<b>GEOL 1404</b>

#### SECOND SEMESTER

CMSW 1341	Behavior Modification with Cognitive.....3 Disorder* <b>OR</b>
	<b>PSYC 2314</b>
DAAC 1304	Pharmacology of Addiction.....3
DAAC 2330	Multicultural Counseling.....3
DAAC 1311	Counseling Theories .....3
<b>COSC 1301</b>	<b>Introduction to Computing .....3</b>

#### THIRD SEMESTER

DAAC 1309	Assessment Skill of Alcohol and Other .....3 Drug Addictions
DAAC 1305	Co-Occurring Disorders.....3
DAAC 1317	Basic Counseling Skills .....3
DAAC 2354	Dynamics of Group Counseling .....3
<b>ENGL 1301</b>	<b>Composition I .....3</b>

#### FOURTH SEMESTER

DAAC 2341	Counseling Alcohol and Other .....3 Drug Addictions
DAAC 2343	Current Issues .....3
DAAC 2367	Practicum (or Field Experience) .....3 Substance Abuse/Addiction Counseling
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication OR...3</b>
	<b>SPCH 1315</b>
<b>HUMA 1301</b>	<b>Introduction to Humanities I OR.....3</b>
	<b>PHIL 1301 OR</b>
	<b>PHIL 2306 OR</b>
	<b>ENGL 2332 OR</b>
	<b>HIST 2311 OR</b>
	<b>Creative Arts Core</b>

**Total Semester Hours: 60**

*Courses titled in **bold type** represent general education courses.*

*\*CMSW 1341 is the recommended course.*

## HUMAN SERVICES

# Addiction Counseling CERT

### Certificate of Proficiency

### TSI Reading & Writing Complete

#### FIRST SEMESTER

#### CREDIT HOURS

DAAC 1391	Special Topics in Alcohol/Drug Abuse .....	3
	Counseling	
DAAC 2307	Addicted Family Intervention .....	3
DAAC 1319	Substance-Related and Addictive .....	3
	Disorders	

#### SECOND SEMESTER

CMSW 1341	Behavior Modification with Cognitive.....	3
	Disorder <b>OR</b>	
	PSYC 2314	
DAAC 1304	Pharmacology of Addiction.....	3
DAAC 2330	Multicultural Counseling .....	3
DAAC 1311	Counseling Theories .....	3

#### THIRD SEMESTER

DAAC 1309	Assessment Skill of Alcohol and Other .....	3
	Drug Addictions	
DAAC 1305	Co-Occurring Disorders.....	3
DAAC 1317	Basic Counseling Skills.....	3
DAAC 2354	Dynamics of Group Counseling.....	3

#### FOURTH SEMESTER

DAAC 2341	Counseling Alcohol and Other.....	3
	Drug Addictions	
DAAC 2343	Current Issues .....	3
DAAC 2367	Practicum (or Field Experience).....	3
	Substance Abuse/Addiction Counseling	

#### Total Semester Hours: 42

*Students must consult with an academic advisor before enrolling in courses each semester.*

*Courses must be taken in sequence and may have a prerequisite course. Major courses must be completed with a "C" or better for completion of degree. All entering students with a criminal background must contact the department chair.*

# Humanities, Philosophy & General Studies

## General Studies AA

If you haven't really decided what you're passionate about yet, then a General Studies associate's degree is a great starting point. Many people pick a General Studies degree as a way to earn credits while having the flexibility to decide on a career path.

Our General Studies Program prepares you for transfer to a four-year college or university. The flexible curriculum allows you to set and meet your individual goals while studying a balanced schedule of humanities, mathematics, science and social science courses.

Marketable skills for this award include: critical thinking, flexibility/adaptability, interpersonal skills, multi-tasking, strategic planning skills, verbal communication skills and written communication skills.

### Associate of Arts

#### TSI Complete

#### MAJOR COURSES <sup>Δ</sup> 16 CREDITS

Select any number of **academic transfer (ACGM)** elective hours needed to bring the total semester hours to no fewer than 60.\*

#### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
MATH xxxx	Mathematics Core .....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
EDUC 1300	Learning Framework <b>OR</b> .....	3
	COSC 1301	

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
xxxx x4xx	Life and Physical Sciences Core.....	4
xxxx x3xx	Creative Arts Core.....	3
xxxx x3xx	Major Elective .....	3

#### THIRD SEMESTER

SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
xxxx x3xx	Lang., Philosophy, and Culture Core.....	3
xxxx x3xx	Major Elective .....	3
GOVT 2305	Federal Government.....	3
xxxx x3xx	Social and Behavioral Sciences Core .....	3

#### FOURTH SEMESTER

GOVT 2306	Texas Government .....	3
xxxx x3xx	Major Elective .....	3
xxxx x3xx	Major Elective .....	3
xxxx x3xx	Major Elective .....	3
xxxx x1xx	Elective** .....	1

**Total Semester Hours: 60**

<sup>Δ</sup> Classes chosen in major must be different from courses used for Core requirements.

\*For a General Studies Associate of Arts degree, students must complete all CORE requirements and select any number of additional **academic transfer (ACGM)** elective courses to meet no fewer than 60 hours for graduation. Academic transfer electives are designated by the symbol <sup>Δ</sup> in the Course Inventory found in this catalog. Some or all courses should include foreign language, humanities, English, fine arts, sciences or math.

\*\*In some instances, a workforce (WECM) course may be applied to satisfy the X1XX open elective. Students with workforce (WECM) elective courses should consult with an academic advisor.



# Industrial Maintenance Technology

## Industrial Maintenance Technology AAS

The Industrial Maintenance Technology program prepares students for a broad range of industrial maintenance related careers using industry-guided curriculum combined with practical hands-on labs. First year studies focus on concepts and technologies that include, but are not limited to, basic electrical theory and print reading, maintenance concepts (mechanical and electrical), mechanical drives, piping, boiler operation, rigging, and pneumatics & hydraulics.

During the second year, students are introduced to pumps and compressors as well as motors, transformers, programmable logic controllers, and principles of heating and cooling. While in this program, students gain experience and skills in a wide variety of disciplines, such as mechanical, electrical, and HVAC/R.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, interpersonal skills, problem solving, team work and technical skills.

# Industrial Maintenance Technology AAS

Associate of Applied Science

TSI Complete

**MAJOR COURSES****45 CREDITS**

INMT 1305	Introduction to Industrial Maintenance
CETT 1402	Electricity Principles
INMT 2301	Machinery Installation
CBFM 1307	Boiler Operation
HYDR 1301	Rigging & Conveying Systems
HYDR 1345	Hydraulics and Pneumatics
PFPB 2308	Piping Standards and Materials
INMT 2388	Internship- Manufacturing Technology/Technician <b>OR</b>
WLDG 1307	Introduction to Welding Using Multiple Processes
HART 1407	Refrigeration Principles*
ELPT 2319	Programmable Logic Controllers
INMT 2303	Pumps, Compressors, & Mechanical Drives *
ELPT 2305	Motors and Transformers*
HART 1403	Air Conditioning Control Principles*
INMT 2345	Industrial Troubleshooting**

\*Students interested in an AAS with emphasis in Advanced Manufacturing Technology should take 'OR' courses and associated prerequisites/corequisites.

MFGT 1302	Intro. to Automated Manufacturing
MFGT 1191	Special Topics in Manufacturing Technology - Manufacturing Systems
RBTC 1347	Electromechanical Devices
INTC 2333	Instrumentation Systems
RBTC 2347	Computer Integrated Manufacturing
INMT1191	Special Topics in Manufacturing Technology - Industrial Maintenance
RBTC 1305	Robotic Fundamentals

**GENERAL EDUCATION REQUIREMENTS 15 CREDITS**

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60****Recommended Course Sequence:****FIRST SEMESTER****CREDIT HOURS**

INMT 1305	Introduction to Industrial Maintenance.....	3
CETT 1402	Electricity Principles .....	4
INMT 2301	Machinery Installation .....	3
<b>ENGL 1301</b>	<b>Composition I .....</b>	<b>3</b>
<b>MATH 1314</b>	<b>College Algebra OR.....</b>	<b>3</b>
	<b>MATH 1316 OR</b>	
	<b>MATH 1324 OR</b>	
	<b>MATH 1332</b>	

**SECOND SEMESTER**

CBFM 1307	Boiler Operation.....	3
HYDR 1301	Rigging & Conveying Systems .....	3
HYDR 1345	Hydraulics and Pneumatics.....	3
PFPB 2308	Piping Standards and Materials.....	3
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication .....</b>	<b>3</b>

**SUMMER**

INMT 2388	Internship- Manufacturing .....	3
	Technology/Technician <b>OR</b>	
	WLDG 1307	

**THIRD SEMESTER**

HART 1407	Refrigeration Principles <b>OR</b> .....	4
	MFGT 1302* <b>AND</b> MFGT 1191*	
ELPT 2319	Programmable Logic Controllers I.....	3
INMT 2303	Pumps, Compressors & Mech. Drives <b>OR</b> ..	3
	RBTC 1347 *	
xxxx x3xx	<b>Government/Political Science Core OR ....</b>	<b>3</b>
	<b>ECON 2301 OR</b>	
	<b>PSYC 2301 OR</b>	
	<b>SOCI 1301</b>	

**FOURTH SEMESTER**

ELPT 2305	Motors and Transformers <b>OR</b> .....	3
	INTC 2333*	
HART 1403	Air Conditioning Control Principles <b>OR</b> ....	4
	RBTC 2347* <b>AND</b> INMT 1191*	
INMT 2345	Industrial Troubleshooting** <b>OR</b> .....	3
	RBTC 1305*	
<b>PHIL 2306</b>	<b>Introduction to Ethics.....</b>	<b>3</b>

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

\*Students interested in an AAS with emphasis in Advanced Manufacturing Technology should take 'OR' courses and associated pre-requisites/co-requisites.

\*\*Capstone – Must be taken in the last semester.

NOTE: Applicants must meet the admission requirements for TJC and achieve a minimum score of 42 on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend industrial maintenance technology orientation.

# Kinesiology and Human Performance

## **Kinesiology, Associate of Science**

A Kinesiology AS degree prepares you to enter a variety of fields associated with sports, exercise sciences, physical education, wellness, personal training, sports management and/or motor development/training.

Begin your academic journey with us and work with some of the best in the business. In our close-knit classroom environment, our professors give you expert instruction and training to help you pursue your career in corporate, community and educational settings.

After graduation, you will be well-prepared to continue your education at any four-year institution for a baccalaureate or higher degree to prepare you for a career in coaching, exercise physiology, biomechanics, sport psychology, sport sociology, wellness, personal training, physical therapy or other related fields.

At TJC we will provide you with the expertise you will need in order to prepare for a successful career in the broad kinesiology field.

Marketable skills for this award include: customer service, meeting deadlines, problem solving, self-starter, strong work ethic and verbal communication skills.

## **Wellness and Exercise Science, Associate of Applied Science**

Our Wellness and Exercise Science AAS degree is uniquely designed to provide students with an innovative curriculum, practical laboratory experience and a low faculty/student ratio for those who are passionate about a career in health and wellness, fitness and/or athletic performance.

During your time with us you will have the opportunity to learn from elite professionals in the fields of medical fitness, commercial fitness, athletic performance and corporate wellness. Additionally, you will gain practical experience at local facilities considered as the gold standard in the industry.

As a program graduate, you will have gained knowledge and skills for designing effective exercise programs in a variety of settings for the specific needs and abilities of individual clients, specific groups of individuals and/or special populations. Our program will prepare you for national certification, employment in the industry and opportunities to further your education at the university level.

Pathways between the University of Texas at Tyler and Stephen F. Austin State University afford the Wellness and Exercise Science graduate opportunities to transfer into a Bachelor of Science Degree in Kinesiology. Typically, students will spend 2 years at TJC earning an Associate of Applied Science then transfer to finish 2 years at the university level to earn a Bachelor's Degree in Kinesiology.

Interested in earning a living while becoming a better you? Enroll in TJC's Wellness and Exercise Science program today.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: analytical/quantitative skills, creativity, critical thinking, interpersonal skills, presentation skills and technical skills.

## **Wellness and Exercise Science, Certificate of Proficiency**

Our Certificate of Proficiency in Wellness and Exercise Science prepares you to become a certified personal trainer and/or certified group exercise instructor.

With these skills you may work with apparently healthy individuals, as well as those with health challenges, who are able to exercise independently in order to enhance quality of life, improve health-related physical fitness, improve exercise and/or sports performance, manage health risks and promote lasting healthy behavior changes.

Enrollment in this program is a selective process and acceptance is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: analytical/quantitative skills, interpersonal skills, presentation skills and technical skills.

## KINESIOLOGY AND HUMAN PERFORMANCE

# Kinesiology AS

Associate of Science

TSI Complete

### MAJOR COURSES

16 CREDITS

KINE 1338	Concepts of Physical Fitness
KINE 1301	Foundations of Kinesiology
KINE 1104	Physical Conditioning I
KINE 1105	Physical Conditioning II

Select two:

KINE 1308	Sports Officiating I <b>OR</b>
KINE 1321	Coaching/Sports/Athletics I <b>OR</b>
KINE 2356	Care and Prevention of Athletic Injuries

Select two\*\*:

KINE 1102	Athletics Conditioning <b>OR</b>
KINE 1103	Athletics Conditioning <b>OR</b>
KINE 1107	Tennis <b>OR</b>
KINE 1113	Physical Skills of Athletic Operations <b>OR</b>
KINE 1136	Physical Skills of Athletic Trainers <b>OR</b>
KINE 1140	Outdoor Recreation I <b>OR</b>
KINE 1141	Special Topics in Lifetime Activities I <b>OR</b>
KINE 1142	Rock Climbing I <b>OR</b>
KINE 1144	Paddlesports I <b>OR</b>
KINE 1145	Backcountry Expeditioning I <b>OR</b>
KINE 1147	Rec Dance – Belles I <b>OR</b>
KINE 1148	Rec Dance – Belles II <b>OR</b>
KINE 1149	Belle Conditioning <b>OR</b>
KINE 1150	Belle Conditioning <b>OR</b>
KINE 2101	Athletics Conditioning <b>OR</b>
KINE 2102	Athletics Conditioning <b>OR</b>
KINE 2109	Weight Training I <b>OR</b>
KINE 2118	Bowling I <b>OR</b>
KINE 2119	Martial Arts I <b>OR</b>
KINE 2127	Weight Training II <b>OR</b>
KINE 2135	Weight Training III <b>OR</b>
KINE 2136	Weight Training IV <b>OR</b>
KINE 2147	Rec Dance – Belles III <b>OR</b>
KINE 2148	Rec Dance – Belles IV <b>OR</b>
KINE 2149	Belle Conditioning <b>OR</b>
KINE 2150	Belle Conditioning

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

### TJC CORE CURRICULUM

44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

CREDIT HOURS

MATH 1314	College Algebra* <b>OR</b>	3
	MATH 1342*	
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE 1338	Concepts of Physical Fitness	3
EDUC 1300	Learning Framework*	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b>	3
	ENGL 2311	
HIST 1302	United States History II*	3
KINE 1301	Foundations of Kinesiology	3
SPCH 1315	Public Speaking <b>OR</b>	3
	SPCH 1321	
KINE 1308	Sports Officiating I <b>OR</b>	3
	KINE 1321 <b>OR</b>	
	KINE 2356	
KINE 1104	Physical Conditioning I	1

#### THIRD SEMESTER

BIOL 1408	Biology for Non-Science Majors I*	4
GOVT 2305	Federal Government	3
xxxx x3xx	Lang., Philosophy and Culture Core	3
xxxx x3xx	Creative Arts Core	3
KINE 1105	Physical Conditioning II	1
KINE x1xx	KINE Elective	1

#### FOURTH SEMESTER

BIOL 1409	Biology for Non-Science Majors II*	4
GOVT 2306	Texas Government	3
PSYC 2301	General Psychology*	3
KINE 1321	Coaching/Sports/Athletics I <b>OR</b>	3
	KINE 1308 <b>OR</b>	
	KINE 2356	
KINE x1xx	KINE Elective	1

**Total Semester Hours: 60**

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

\*\*Some classes require acceptance into the team sport or group.

# Wellness and Exercise Science AAS

Associate of Applied Science

TSI Reading &amp; Writing Complete

MAJOR COURSES	40 CREDITS
FITT 1303	Fitness Event Planning and Promotion
FITT 1237	Personal Training
FITT 2333	Fitness Industry Operations and Technology
FITT 2301	Lifestyle Change for Wellness
FITT 2331	Group Exercise Instruction
FITT 1343	Performance Enhancement for Athletics
FITT 2311	Prevention and Care of Exercise Injury
FITT 1495	Special Topics in Kinesiology and Exercise Science
FITT 2313	Exercise Science
FITT 1401	Fitness and Exercise Testing
FITT 1394	Special Topics in Exercise Sciences/Physiology and Movement Studies
FITT 2409	Theory of Exercise Program Design and Instruction
FITT 2264	Practicum (or Field Experience) – Health and Physical Education, General

## GENERAL EDUCATION REQUIREMENTS 20 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 40

General Education Requirements: 20

**Total Semester Hours: 60**

## Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
<b>BIOL 2401</b>	<b>Anatomy &amp; Physiology I</b> .....4
FITT 1303	Fitness Event Planning and Promotion.....3
FITT 1237	Personal Training .....2
FITT 2333	Fitness Industry Operations and.....3
	Technology
FITT 2301	Lifestyle Change for Wellness.....3
SECOND SEMESTER	
<b>BIOL 2402</b>	<b>Anatomy &amp; Physiology II</b> .....4
FITT 2331	Group Exercise Instruction .....3
FITT 1343	Performance Enhancement for Athletics ...3
FITT 2311	Prevention and Care of Exercise Injury .....3
FITT 1495	Special Topics in Kinesiology and.....4
	Exercise Science
THIRD SEMESTER	
FITT 2313	Exercise Science .....3
FITT 1401	Fitness and Exercise Testing.....4
FITT 1394	Special Topics in Exercise Sciences/ .....3
	Physiology and Movement Studies
FOURTH SEMESTER	
FITT 2409	Theory of Exercise Program Design .....4
	and Instruction
<b>SPCH 1315</b>	<b>Public Speaking OR</b> .....3
	<b>SPCH 1321</b>
<b>PSYC 2314</b>	<b>Lifespan Growth &amp; Development OR</b> .....3
	<b>PSYC 2301 OR</b>
	<b>SOCI 1301</b>
xxxx x3xx	<b>Creative Arts Core OR</b> .....3
	<b>PHIL 1301 OR</b>
	<b>PHIL 2306</b>
<b>ENGL 1301</b>	<b>Composition I</b> .....3
FITT 2264	Practicum (or Field Experience) .....2
	Health and Physical Education, General

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

Special admission and retention rules apply. Contact the department chair for details. All required courses of the Wellness & Exercise curriculum must be completed with a grade of "C" or better.

# Wellness and Exercise Science CERT

## Certificate of Proficiency

### TSI Reading & Writing Complete

FIRST SEMESTER		CREDIT HOURS
<b>BIOL 2401</b>	<b>Anatomy &amp; Physiology I.....</b>	<b>4</b>
<b>FITT 2333</b>	<b>Fitness Industry Operations and Technology .....</b>	<b>3</b>
<b>FITT 1303</b>	<b>Fitness Event Planning and Promotion .....</b>	<b>3</b>
<b>FITT 1237</b>	<b>Personal Training.....</b>	<b>2</b>
<b>FITT 2301</b>	<b>Lifestyle Change for Wellness .....</b>	<b>3</b>
SECOND SEMESTER		
<b>BIOL 2402</b>	<b>Anatomy &amp; Physiology II .....</b>	<b>4</b>
<b>FITT 1495</b>	<b>Special Topics in Kinesiology and .....</b>	<b>4</b>
	<b>Exercise Science</b>	
<b>FITT 2331</b>	<b>Group Exercise Instruction .....</b>	<b>3</b>
<b>FITT 1343</b>	<b>Performance Enhancement for Athletics ...</b>	<b>3</b>
<b>FITT 2311</b>	<b>Prevention and Care of Exercise Injury.....</b>	<b>3</b>
THIRD SEMESTER		
<b>FITT 2313</b>	<b>Exercise Science .....</b>	<b>3</b>
<b>FITT 1401</b>	<b>Fitness and Exercise Testing .....</b>	<b>4</b>
<b>FITT 1394</b>	<b>Special Topics in Exercise Sciences/ .....</b>	<b>3</b>
	<b>Physiology and Movement Studies</b>	
FOURTH SEMESTER		
<b>FITT 2409</b>	<b>Theory of Exercise Program Design .....</b>	<b>4</b>
	<b>and Instruction</b>	
<b>FITT 2264</b>	<b>Practicum (or Field Experience).....</b>	<b>2</b>
	<b>Health and Physical Education, General</b>	

### Total Semester Hours: 48

Courses titled in **bold type** represent general education courses.

In this program, Certificates of Proficiency will only be awarded provided each required course is completed with a minimum grade of "C".

# Mathematics

## Mathematics AS

Mathematics is one of the oldest and most fundamental sciences and can provide you with a wide variety of careers including technology, liberal arts, business, education, science, engineering and mathematics.

Our small class sizes and dedicated faculty provide you the platform to succeed with your long-term goals. We designed the curriculum in a way that allows you to seamlessly transfer to a four-year institution and complete your baccalaureate.

With a degree in Mathematics, the possibilities are countless.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, detail-oriented, mathematics, problem solving and research.

### Associate of Science

#### TSI Complete

#### MAJOR COURSES <sup>A</sup>

**16 CREDITS**

Select four:

MATH 2413	Calculus I
MATH 2414	Calculus II
MATH 2415	Calculus III
MATH 2320	Differential Equations <b>OR</b>
MATH 2318	Linear Algebra

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

MATH x3xx	Mathematics Core .....	3
ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
EDUC 1300	Learning Framework* .....	3
xxxx x3xx	Lang., Philosophy and Culture Core.....	3

#### SECOND SEMESTER

MATH 2413	Calculus I .....	4
ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
xxxx x3xx	Social and Behavioral Sciences Core .....	3
xxxx x4xx	Life and Physical Sciences Core.....	4

#### THIRD SEMESTER

MATH 2414	Calculus II .....	4
GOVT 2305	Federal Government.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	

#### FOURTH SEMESTER

MATH 2320	Differential Equations <b>OR</b> .....	3
	MATH 2318	
GOVT 2306	Texas Government .....	3
xxxx x3xx	Creative Arts Core.....	3
xxxx x1xx	Elective.....	1
MATH 2415	Calculus III .....	4

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

NOTE: Prospective math majors may be eligible to enroll in MATH 2413 during their first semester and are encouraged to meet with the chair of the mathematics department prior to the start of their first semester.

A grade of "C" or higher is required for each course in the math sequence.

The mathematics class in which the student is allowed to enroll is based upon placement test scores, mathematics courses completed in College, or assessment by the department chair.



# Medical Laboratory Technology

## **Medical Laboratory Technology, Associate of Applied Science**

Our Medical Laboratory Technology AAS offers you a two-year program designed to provide understanding, proficiency and skill in medical laboratory technology.

Our faculty guide you through a curriculum of general education and medical laboratory technology courses, offering you the opportunity for specialized workforce development and occupational experience. Practical experience is a part of our program, and you will be assigned to one of the affiliated hospitals and laboratories under the general supervision of the faculty employed by TJC.

When you have completed our program, you will have entry-level competency in all areas of a clinical laboratory. Additionally, you will be eligible to apply for admission to sit for the certification examination administered by the American Society of Clinical Pathologists (ASCP), or other certifying agencies for medical laboratory technology. This program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018; telephone 773-714-8880; fax 773-714-8886; email [naacclsinfo@naaccls.org](mailto:naacclsinfo@naaccls.org); website [www.naaccls.org](http://www.naaccls.org).

Please see [www.tjc.edu/mlt](http://www.tjc.edu/mlt) for information on how to apply to this [Selective Admissions](#) program.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, flexibility/adaptability, multi-tasking, organizational skills and problem solving.

# Medical Laboratory Technology AAS

Associate of Applied Science

TSI Complete

## MAJOR COURSES 36 CREDITS

MLAB 1201	Introduction to Clinical Laboratory Science
MLAB 1415	Hematology
PLAB 1223	Phlebotomy
MLAB 2534	Clinical Microbiology
MLAB 1235	Immunology/Serology
MLAB 1311	Urinalysis and Body Fluids
MLAB 2501	Clinical Chemistry
MLAB 2431	Immunohematology
MLAB 1227	Coagulation
MLAB 1231	Parasitology/Mycology
MLAB 2132	Seminar in Medical Laboratory Technology
MLAB 2466	Practicum (or Field Experience) – Clinical/Medical Laboratory Technician

## GENERAL EDUCATION REQUIREMENTS 24 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 36

General Education Requirements: 24

**Total Semester Hours: 60**

## Recommended Course Sequence:

### PREREQUISITE\* CREDIT HOURS

BIOL 2401	Anatomy & Physiology I .....	4
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### FIRST SEMESTER

MLAB 1201	Introduction to Clinical Laboratory Science .....	2
MLAB 1415	Hematology .....	4
PLAB 1223	Phlebotomy .....	2
ENGL 1301	Composition I .....	3
MATH 1314	College Algebra .....	3

### SECOND SEMESTER

MLAB 2534	Clinical Microbiology .....	5
MLAB 1235	Immunology/Serology .....	2
MLAB 1311	Urinalysis and Body Fluids .....	3
CHEM 1406	Introductory Chemistry I – Allied Health Emphasis <b>OR</b> .....	4
	<b>CHEM 1411</b>	

### SUMMER

xxxx x3xx	Lang., Philosophy and Culture Core <b>OR</b> ....	3
	Creative Arts Core	
PSYC 2314	Lifespan Growth & Development <b>OR</b> .....	3
	<b>PSYC 2301 OR</b>	
	<b>SOCI 1301</b>	

### THIRD SEMESTER

MLAB 2501	Clinical Chemistry .....	5
MLAB 2431	Immunohematology .....	4
MLAB 1227	Coagulation .....	2
BIOL 2402	Anatomy & Physiology II .....	4

### FOURTH SEMESTER

MLAB 1231	Parasitology/Mycology .....	2
MLAB 2132	Seminar in Medical Lab. Technology .....	1
MLAB 2466	Practicum (or Field Experience) – Clinical/Medical Laboratory Technician .....	4

**Total Semester Hours: 60**

*Courses titled in bold type represent general education courses and may be taken prior to acceptance into the program.*

*\*BIOL 2401 or CHEM 1406 or 1411 must be completed with a "C" or better before application to the medical laboratory technology program. Students substituting 1406 or 1411 as the prerequisite for BIOL 2401 will still be required to complete BIOL 2401 as part of the AAS degree.*

*[Selective Admissions](#) and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Major courses and science courses must be completed with a "C" or better for degree completion. Contact the department chair for details.*

# Medical Office Management

## **Medical Office Management, Associate of Applied Science**

One of the fastest growing occupations in the healthcare field is medical office management and administrative assistants. To fit this growing need for skillful professionals, we offer an Associate of Applied Science in Medical Office Management and two certificates of proficiency.

The Medical Office Management program is committed to meeting the needs of the medical community by providing well-qualified employees who understand the principles of medical office work.

During your time at TJC, you will receive specialized training from our expert faculty in the knowledge of medical administrative procedures, as well as learn excellent interpersonal skills and how to perform administrative tasks needed for an efficiently-run physician's office or clinic.

Upon graduation, you will be highly qualified to seek employment or continue on to earn a bachelor's degree.

With a degree from TJC you'll be ready to enter the workforce in no time.

Marketable skills for this award include: computer skills + typing, critical thinking, customer service, interpersonal skills, team work and verbal communication skills.

## **Medical Office Management, Certificate of Proficiency**

Our Medical Office Management program will help you become a professionally trained individual who will promote the smooth day-to-day operation of a medical office or department within a health care facility.

Our expert faculty and sound curriculum will help you gain a strong background in medical office skills as well as business communication and customer service.

With the skills taught in our certificate program, in addition to your current medical office work skills, you will have the foundation to work in physicians' offices, hospitals, insurance call centers, outpatient clinics and more in half the time and at minimal cost. This is perfect for those students who are on a strict budget and who already have a degree or work experience in the field and are looking to add to their foundation.

Marketable skills for this award include: computer skills + typing, critical thinking, customer service, interpersonal skills, team work and verbal communication skills.

## **Medical Office Management: Medical Insurance Coding Specialist, Certificate of Proficiency**

Coding specialists are essential to the day-to-day operations of a healthcare facility and also serve as important links between patients and physicians.

Our program is designed to prepare you to pursue a national certification in medical coding. Coding involves surgeries and procedures, reconciling claims, conducting appeals, completing insurance forms, obtaining pre-authorizations and handling billing and collections.

This certificate is a great option for someone who already has a degree or work experience in the insurance billing and coding field and is looking to obtain an external coding certification.

Marketable skills for this award include: analytical/quantitative skills, computer skills + typing, critical thinking, interpersonal skills, team work and verbal communication skills.

## MEDICAL OFFICE MANAGEMENT

# Medical Office Management AAS

Associate of Applied Science

TSI Reading and Writing Complete

### MAJOR COURSES

41 CREDITS

POFM 1317	Medical Administrative Support
HITT 1305	Medical Terminology I
POFM 1327	Medical Insurance
ITSW 1301	Introduction to Word Processing
POFT 1301	Business English
HRPO 2307	Organizational Behavior
POFT 1321	Business Math
POFT 1313	Professional Workforce Preparation
POFM 1300	Basic Medical Coding
ITSW 1304	Introduction to Spreadsheets
POFM 2310	Intermediate Medical Coding
POFM 1302	Medical Software Applications
POFM 2280	Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary
POFM 1291	Special Topics in Medical Administrative/Executive Assistant: Revenue Cycle and Denials Management <b>OR</b>
HPRS 1201	Introduction to Health Professions
HPRS 1105	Essentials of Medical Law/Ethics for Health Professionals

### GENERAL EDUCATION REQUIREMENTS

19 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 41

General Education Requirements: 19

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

CREDIT HOURS

POFM 1317	Medical Administrative Support .....	3
HITT 1305	Medical Terminology I.....	3
POFM 1327	Medical Insurance.....	3
ITSW 1301	Introduction to Word Processing .....	3
POFT 1301	Business English .....	3

#### SECOND SEMESTER

HRPO 2307	Organizational Behavior .....	3
POFT 1321	Business Math .....	3
POFT 1313	Professional Workforce Preparation .....	3
POFM 1300	Basic Medical Coding.....	3
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication OR ..</b>	<b>3</b>
	<b>SPCH 1315</b>	

#### THIRD SEMESTER

ITSW 1304	Introduction to Spreadsheets.....	3
<b>BIOL 2404</b>	<b>Anatomy &amp; Physiology.....</b>	<b>4</b>
POFM 2310	Intermediate Medical Coding.....	3
<b>ENGL 1301</b>	<b>Composition I.....</b>	<b>3</b>
POFM 1302	Medical Software Applications.....	3

#### FOURTH SEMESTER

POFM 2280	Cooperative Education .....	2
	Medical Administrative/Executive Assistant and Medical Secretary	
<b>ENGL 2311</b>	<b>Technical and Business Writing OR.....</b>	<b>3</b>
	<b>ENGL 1302</b>	
<b>PSYC 2301</b>	<b>General Psychology OR.....</b>	<b>3</b>
	<b>PSYC 2314</b>	
<b>xxxx x3xx</b>	<b>Creative Arts Core.....</b>	<b>3</b>
POFM 1291	Special Topics in Med. Admin./Executive ...	2
	Assistant: Revenue Cycle & Denials Management <b>OR</b>	
	<b>HPRS 1201</b>	
HPRS 1105	Essentials of Medical Law/Ethics for .....	1
	Health Professionals	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

All required major courses of the MOMG program must be completed with a "C" or better.

## MEDICAL OFFICE MANAGEMENT

# Medical Office Management CERT

Certificate of Proficiency

TSI Exempt

### FIRST SEMESTER CREDIT HOURS

HITT 1305	Medical Terminology I .....	3
POFM 1317	Medical Administrative Support.....	3
POFM 1327	Medical Insurance .....	3
POFT 1301	Business English .....	3
POFT 1321	Business Math.....	3
ITSW 1301	Introduction to Word Processing.....	3

### SECOND SEMESTER

POFM 1300	Basic Medical Coding .....	3
HRPO 2307	Organizational Behavior .....	3
ITSW 1304	Introduction to Spreadsheets .....	3
POFM 1302	Medical Software Applications.....	3
POFT 1313	Professional Workforce Preparation.....	3

**Total Semester Hours: 33**

*All required major courses of the MOMG program must be completed with a "C" or better.*

## MEDICAL OFFICE MANAGEMENT

# Medical Insurance Coding Specialist CERT

Certificate of Proficiency

TSI Exempt

### PREREQUISITE CREDIT HOURS

HITT 1305	Medical Terminology I.....	3
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### FIRST SEMESTER

POFM 1300	Basic Medical Coding.....	3
POFM 1327	Medical Insurance.....	3

### SECOND SEMESTER

POFM 1291	Special Topics in Med. Admin./Executive ... Assistant: Revenue Cycle & Denials Management	2
BIOL 2404	Anatomy & Physiology .....	4
POFM 2310	Intermediate Medical Coding.....	3

**Total Semester Hours: 18**

*All required major courses of the MOMG program must be completed with a "C" or better.*

# Music

## Music AA

Music is a gateway to creativity. Our degree gives you the foundation to bring art to life, a chance to let your passion soar.

Our program in music provides the approved field of study for all music majors intending to transfer to a college or university. We offer an array of courses so that you can receive a thorough, comprehensive knowledge of music while getting a diverse study of liberal arts. Choose your specialization from a variety of concentrations.

With our program, you will be well trained and prepared to transfer to any four-year school after graduation.

Marketable skills for this award include: creativity, critical thinking, friendly/outgoing, initiative, interpersonal skills, multi-tasking, problem solving, time management and verbal communication skills.

### Associate of Arts – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES

**36 CREDITS**

MUSI 1311	Music Theory I
MUSI 1312	Music Theory II
MUSI 2311	Music Theory III
MUSI 2312	Music Theory IV
MUSI 1116	Sight Singing & Ear Training I
MUSI 1117	Sight Singing & Ear Training II
MUSI 2116	Sight Singing & Ear Training III
MUSI 2117	Sight Singing & Ear Training IV
MUSI 1307	Music Literature
MUEN x1xx	Music majors are required to select at least one ensemble per semester (instrumental or vocal)** [4 hours total required]
MUAP x2xx	Music majors are required to select one concentration instrument per semester [8 hours total required]
MUSI 1181	Piano Class I
MUSI 1182	Piano Class II
MUAP x1xx	Music majors are required to select one secondary piano lesson per semester** [2 hours total required]

Select one:

MUSI 1160 Italian Diction **OR**  
 MUEN x1xx **OR**  
 MUAP x1xx

#### TJC CORE CURRICULUM

**24 CREDITS**

In addition to the Major Courses, the student is required to take 24 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 36

TJC Core Curriculum: 24

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

MUSI 1311	Music Theory I.....	3
MUSI 1116	Sight Singing & Ear Training I.....	1
MUEN 11xx	Ensemble (band, choir, guitar, chamber) .....	1
MUAP 12xx	Primary Applied Lessons .....	2
MUSI 1181	Piano Class I .....	1
MUSI 1307	Music Literature .....	3
ENGL 1301	Composition I.....	3

#### SECOND SEMESTER

MUSI 1312	Music Theory II .....	3
MUSI 1117	Sight Singing & Ear Training II .....	1
MUEN 11xx	Ensemble (band, choir, guitar, chamber) .....	1
MUAP 12xx	Primary Applied Lessons .....	2
MUSI 1182	Piano Class II .....	1
MATH x3xx	Mathematics Core .....	3
EDUC 1300	Learning Framework <b>OR</b> .....	3
	ENGL 1302 <b>OR</b>	
	ENGL 2311 <b>OR</b>	
	COSC 1301	

#### THIRD SEMESTER

MUSI 2311	Music Theory III .....	3
MUSI 2116	Sight Singing & Ear Training III.....	1
MUEN 21xx	Ensemble (band, choir, guitar, chamber) .....	1
MUAP 22xx	Primary Applied Lessons .....	2
MUAP 2169	Secondary Piano** .....	1
HIST 1301	United States History I.....	3
GOVT 2305	Federal Government.....	3
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	

#### FOURTH SEMESTER

MUSI 2312	Music Theory IV.....	3
MUSI 2117	Sight Singing & Ear Training IV.....	1
MUEN 21xx	Ensemble (band, choir, guitar, chamber) .....	1
MUAP 22xx	Primary Applied Lessons .....	2
MUAP 2170	Secondary Piano** .....	1
MUxx x1xx	Music Elective.....	1
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
GOVT 2306	Texas Government .....	3

### Total Semester Hours: 60

\*The Applied Concentration for a music major must be a 2 credit lesson, and may be any brass, woodwind, string or percussion instrument; piano, voice, guitar.

\*\*Piano is required for all music majors. Piano majors must select a different secondary instrument.

Instrumental, wind and percussion instruments are required to audition for ensembles. Vocal majors must register for Concert Choir, and are encouraged to audition for Chamber Singers and Harmony and Understanding.

Ensembles include: Apache Band, Wind Ensemble, Symphonic Band, Jazz Band, Apache Indoor Percussion, Apache Pan, Instrumental Chamber Ensemble, Guitar Ensemble, Concert Choir, Chamber Singers, and Harmony and Understanding.

# Musical Theatre

## Musical Theatre AA

We prepare you for the Broadway musical theatre scene by putting you up against exciting and invigorating challenges that deliver a wealth of experience, growth and maturity.

Our program, with its small class sizes and creative professors, offers hands-on training in music, dance and theatre, while developing your skills through classroom, workshop and varied performance opportunities.

Once complete you will be ready to start your real-world performances or continue your educational pathway with a baccalaureate.

Marketable skills for this award include: building effective relationships, creativity, flexibility/adaptability, meeting deadlines, presentation skills and team work.

### Associate of Arts – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES

**33 CREDITS**

MUAP 1181	Voice
MUAP 1182	Voice
MUAP 2181	Voice
MUAP 2182	Voice
MUSI 1181	Piano Class I
DRAM 1351	Acting I
DRAM 1330	Stagecraft I
DRAM 2355	Script Analysis
DRAM 1120	Theater Practicum I
DRAM 1121	Theater Practicum II
DRAM 2120	Theater Practicum III
DRAM 1121	Theater Practicum IV
DANC 1241	Beginning Ballet
DANC 1245	Beginning Modern Dance
DANC 1247	Beginning Jazz Dance

Select three:

DRAM 1322	Stage Movement <b>OR</b>
DRAM 1341	Stage Makeup <b>OR</b>
DRAM 1342	Costume Technology <b>OR</b>
DRAM 1352	Acting II <b>OR</b>
DRAM 2331	Stagecraft II <b>OR</b>
DRAM 2335	Theater Design <b>OR</b>
DRAM 2336	Voice for the Actor <b>OR</b>
DRAM 2361	History of Theater I <b>OR</b>
DRAM 2362	History of Theater II

#### TJC CORE CURRICULUM

**27 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 33

TJC Core Curriculum: 27

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
MATH xxxx	Mathematics Core .....	3
MUAP 1181	Voice (Fall Only).....	1
DANC 1241	Beginning Ballet .....	2
DRAM 1351	Acting I .....	3
DRAM 1120	Theater Practicum I.....	1

#### SECOND SEMESTER

HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
DRAM 1330	Stagecraft I.....	3
DRAM x3xx	Drama Elective.....	3
DRAM 1121	Theater Practicum II .....	1
DANC 1245	Beginning Modern Dance .....	2
MUAP 1182	Voice (Spring Only) .....	1
MUSI 1181	Piano Class I .....	1

#### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
DRAM 2355	Script Analysis .....	3
DRAM x3xx	Drama Elective.....	3
DRAM 2120	Theater Practicum III.....	1
DANC 1247	Beginning Jazz Dance .....	2
xxxx x3xx	Creative Arts Core.....	3
MUAP 2181	Voice (Fall Only).....	1

#### FOURTH SEMESTER

GOVT 2306	Texas Government .....	3
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
xxxx x3xx	Social and Behavioral Sciences Core .....	3
DRAM x3xx	Drama Elective.....	3
DRAM 2121	Theater Practicum IV.....	1
MUAP 2182	Voice .....	1

**Total Semester Hours: 60**

# Nursing

Nursing is a unique dynamic profession committed to holistic care of the client through health promotion and the diagnosis and treatment of human response to actual or potential health problems.

Nurses use critical thinking skills in order to provide nursing care across the life span with emphasis on meeting the needs of clients who require assistance to maintain or restore optimum health or to die with dignity.

TJC has been training area nurses since 1951, when it opened the Texas Eastern School of Nursing, in cooperation with Mother Frances and Medical Center hospitals. Since then, thousands of area nurses have received their start at TJC!

Our program is approved by the Texas Board of Nursing. Graduates are eligible to apply for the National Council Licensure Examination (NCLEX-RN) as defined by the Texas Board of Nursing.

The Nursing program is a selective admissions program. As part of the selective admissions process, completion of specific admission criteria is required to be eligible for admission. For more information visit our website, [tjc.edu/nursing](http://tjc.edu/nursing).

## **Nursing: ADN, Associate of Applied Science**

The Associate Degree Nursing (ADN) traditional track is one of three available tracks within the ADN program. The traditional track admits one cohort each fall and spring semester. Classes are held on TJC's main campus in Tyler. The traditional track is two years in length (four semesters) and follows a concept-based-curriculum.

TJC and the University of Texas at Tyler School of Nursing have partnered to offer a concurrent enrollment option. The concurrent enrollment option provides motivated students a unique opportunity to graduate with an Associate of Applied Science in Nursing from TJC and a Bachelor of Science in Nursing from the University of Texas at Tyler at the same time.

The concurrent enrollment option is available each fall and spring semester to eligible students who are offered conditional acceptance into the Traditional Associate Degree Nursing Track at TJC.

Please see [www.tjc.edu/nursing](http://www.tjc.edu/nursing) for information on how to apply to this [Selective Admissions](#) program.

Marketable skills for this award include: critical thinking, initiative, listener, team work, time management and verbal communication skills.

## **Nursing: LVN to ADN Transition, Associate of Applied Science**

The LVN to ADN transition track is an accelerated program of study for Licensed Vocational Nurses (LVNs). Graduates will be awarded an Associate of Applied Science degree and are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Please see [www.tjc.edu/nursing](http://www.tjc.edu/nursing) for information on how to apply to this [Selective Admissions](#) program.

Marketable skills for this award include: critical thinking, initiative, listener, team work, time management and verbal communication skills.

## **Nursing: Paramedic to ADN Transition, Associate of Applied Science**

The Paramedic to ADN Transition Track is an accelerated program of study for national registry certified or state certified paramedics. Graduates will be awarded an Associate of Applied Science degree and are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Please see [www.tjc.edu/nursing](http://www.tjc.edu/nursing) for information on how to apply to this [Selective Admissions](#) program.

Marketable skills for this award include: critical thinking, initiative, listener, team work, time management and verbal communication skills.

## **Nursing: Vocational (VN), Certificate of Proficiency**

The Vocational Nursing (VN) program prepares graduates to provide nursing care in structured health care settings for clients of all ages who have well defined health problems with predictable outcomes. Emphasis is placed on the ability to make sound judgments based on critical thinking skills and the ability to use technical skills in a variety of settings. Successful completion of TJC's VN curriculum leads to a Certificate of Proficiency.

Graduates are eligible to apply for the National Council Licensure Exam for Licensed Vocational Nurses. Only students who have completed a program of education approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as LVNs.

Please see [www.tjc.edu/nursing](http://www.tjc.edu/nursing) for information on how to apply to this [Selective Admissions](#) program.

Marketable skills for this award include: critical thinking, team work, technical skills, and verbal communication skills.



## NURSING

# Nursing, Associate Degree (ADN) AAS

Associate of Applied Science

TSI Reading & Writing Complete

### MAJOR COURSES 36 CREDITS

RNSG 1216	Professional Nursing Competencies
RNSG 1128	Introduction to Health Care Concepts
RNSG 1430	Health Care Concepts I
RNSG 1125	Professional Nursing Concepts I
RNSG 1161	Clinical I – Registered Nursing/Registered Nurse
RNSG 1533	Health Care Concepts II
RNSG 1126	Professional Nursing Concepts II
RNSG 2362	Clinical II – Registered Nursing/Registered Nurse
RNSG 1538	Health Care Concepts III
RNSG 1137	Professional Nursing Concepts III
RNSG 2363	Clinical III – Registered Nursing/Registered Nurse
RNSG 2539	Health Care Concepts IV
RNSG 2138	Professional Nursing Concepts IV
RNSG 2360	Clinical IV – Registered Nursing/Registered Nurse

### GENERAL EDUCATION REQUIREMENTS 24 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 36

General Education Requirements: 24

**Total Semester Hours: 60**

### Course Sequence:

### PREREQUISITES CREDIT HOURS

BIOL 2401	Anatomy & Physiology I .....	4
BIOL 2402	Anatomy and Physiology II .....	4

### SUMMER I

BIOL 2420	Microbiology for Non-Science Majors .....	4
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### FIRST SEMESTER

ENGL 1301	Composition I .....	3
RNSG 1216	Professional Nursing Competencies .....	2
RNSG 1128	Introduction to Health Care Concepts .....	1
RNSG 1430	Health Care Concepts I .....	4
RNSG 1125	Professional Nursing Concepts I .....	1
RNSG 1161	Clinical I .....	1
	Registered Nursing/Registered Nurse	

### SECOND SEMESTER

PSYC 2301	General Psychology .....	3
RNSG 1533	Health Care Concepts II .....	5
RNSG 1126	Professional Nursing Concepts II .....	1
RNSG 2362	Clinical II .....	3
	Registered Nursing/Registered Nurse	

### THIRD SEMESTER

PSYC 2314	Lifespan Growth and Development .....	3
RNSG 1538	Health Care Concepts III .....	5
RNSG 1137	Professional Nursing Concepts III .....	1
RNSG 2363	Clinical III .....	3
	Registered Nursing/Registered Nurse	

### FOURTH SEMESTER

RNSG 2539	Health Care Concepts IV .....	5
RNSG 2138	Professional Nursing Concepts IV .....	1
RNSG 2360	Clinical IV .....	3
	Registered Nursing/Registered Nurse	
xxxx x3xx	Lang., Philosophy and Culture Core OR ....	3
	Creative Arts Core	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

Non-nursing courses may be taken prior to placement in the ADN program.

BIOL 2420 must be completed prior to taking any RNSG courses.

Department-specific courses must be taken in sequence.

All major courses and science courses must be completed with a "C" or better.

Special admission and retention rules apply. Contact the department chair for details.

## NURSING

# Nursing, LVN-ADN Transition AAS

Associate of Applied Science

TSI Reading & Writing Complete

### MAJOR COURSES 36\* CREDITS

RNSG 1118	Transition to Professional Nursing Competencies
RNSG 1163	Transitional Clinical I
RNSG 1324	Concept-based Transition to Professional Nursing Practice
RNSG 1128	Introduction to Health Care Concepts
RNSG 1538	Health Care Concepts III
RNSG 1137	Professional Nursing Concepts III
RNSG 2363	Clinical III – Registered Nursing/Registered Nurse
RNSG 2539	Health Care Concepts IV
RNSG 2138	Professional Nursing Concepts IV
RNSG 2360	Clinical IV – Registered Nursing/Registered Nurse

### GENERAL EDUCATION REQUIREMENTS 24 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 36

General Education Requirements: 24

**Total Semester Hours: 60**

### Course Sequence:

### PREREQUISITES CREDIT HOURS

BIOL 2401	Anatomy & Physiology I .....	4
BIOL 2402	Anatomy and Physiology II .....	4
PSYC 2301	General Psychology .....	3
PSYC 2314	Lifespan Growth and Development .....	3
ENGL 1301	Composition I .....	3
xxxx x3xx	Lang., Philosophy and Culture Core OR ....	3
	Creative Arts Core	

### SUMMER I

BIOL 2420	Microbiology for Non-Science Majors .....	4
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### SECOND SEMESTER

RNSG 1118	Transition to Professional Nursing Competencies.....	1
RNSG 1163	Transitional Clinical I .....	1
RNSG 1324	Concept-based Transition to .....	3
	Professional Nursing Practice	
RNSG 1128	Introduction to Health Care Concepts .....	1

### THIRD SEMESTER

RNSG 1538	Health Care Concepts III .....	5
RNSG 1137	Professional Nursing Concepts III .....	1
RNSG 2363	Clinical III.....	3
	Registered Nursing/Registered Nurse	

### FOURTH SEMESTER

RNSG 2539	Health Care Concepts IV .....	5
RNSG 2138	Professional Nursing Concepts IV .....	1
RNSG 2360	Clinical IV .....	3
	Registered Nursing/Registered Nurse	

**Total Semester Hours: 60**

*Courses titled in bold type represent general education requirements.*

*Non-nursing courses may be taken prior to placement in the ADN program.*

*BIOL 2420 must be completed prior to taking any RNSG courses.*

*Department-specific courses must be taken in sequence.*

*All major courses and science courses must be completed with a "C" or better.*

*Special admission and retention rules apply. Contact the department chair for details.*

*\*Upon successful completion of RNSG 1118, RNSG 1163, RNSG 1324 and RNSG 1128, the transition student will earn an additional twelve (12) credit hours of equivalency credit. The transition option graduate will have earned a minimum total of 60 credit hours and the associate of applied science degree in nursing.*

## NURSING

# Nursing, Paramedic-ADN Transition AAS

Associate of Applied Science

TSI Reading & Writing Complete

### MAJOR COURSES 36\* CREDITS

RNSG 1118	Transition to Professional Nursing Competencies
RNSG 1162	Transitional Clinical Paramedic I
RNSG 1324	Concept-based Transition to Professional Nursing Practice
RNSG 1128	Introduction to Health Care Concepts
RNSG 1538	Health Care Concepts III
RNSG 1137	Professional Nursing Concepts III
RNSG 2363	Clinical III – Registered Nursing/Registered Nurse
RNSG 2539	Health Care Concepts IV
RNSG 2138	Professional Nursing Concepts IV
RNSG 2360	Clinical IV – Registered Nursing/Registered Nurse

### GENERAL EDUCATION REQUIREMENTS 24 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 36

General Education Requirements: 24

**Total Semester Hours: 60**

### Course Sequence:

### PREREQUISITES CREDIT HOURS

BIOL 2401	Anatomy & Physiology I .....	4
BIOL 2402	Anatomy and Physiology II .....	4
PSYC 2301	General Psychology .....	3
PSYC 2314	Lifespan Growth and Development .....	3
ENGL 1301	Composition I .....	3
xxxx x3xx	Lang., Philosophy and Culture Core OR ....	3
	Creative Arts Core	

### SUMMER I

BIOL 2420	Microbiology for Non-Science Majors .....	4
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### SECOND SEMESTER

RNSG 1118	Transition to Professional Nursing Competencies.....	1
RNSG 1162	Transitional Clinical Paramedic I.....	1
RNSG 1324	Concept-based Transition to.....	3
	Professional Nursing Practice	
RNSG 1128	Introduction to Health Care Concepts .....	1

### THIRD SEMESTER

RNSG 1538	Health Care Concepts III .....	5
RNSG 1137	Professional Nursing Concepts III .....	1
RNSG 2363	Clinical III.....	3
	Registered Nursing/Registered Nurse	

### FOURTH SEMESTER

RNSG 2539	Health Care Concepts IV.....	5
RNSG 2138	Professional Nursing Concepts IV .....	1
RNSG 2360	Clinical IV .....	3
	Registered Nursing/Registered Nurse	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

Non-nursing courses may be taken prior to placement in the ADN program.

BIOL 2420 must be completed prior to taking any RNSG courses.

Department-specific courses must be taken in sequence.

All major courses and science courses must be completed with a "C" or better.

Special admission and retention rules apply. Contact the department chair for details.

\*Upon successful completion of RNSG 1118, RNSG 1162, RNSG 1324 and RNSG 1128, the transition student will earn an additional twelve (12) credit hours of equivalency credit. The transition option graduate will have earned a minimum total of 60 credit hours and the associate of applied science degree in nursing.

## NURSING

# Nursing, Vocational (VN) CERT

Certificate of Proficiency

TSI Reading & Writing Complete

PREREQUISITES	CREDIT HOURS
BIOL 2404     Anatomy and Physiology*	4

### LEVEL I

VNSG 1231	Pharmacology .....	2
VNSG 1204	Foundations of Nursing .....	2
VNSG 1323	Basic Nursing Skills .....	3
VNSG 1400	Nursing in Health and Illness I .....	4
VNSG 1329	Medical-Surgical Nursing I .....	3
VNSG 1260	Clinical I .....	2

### LEVEL II

VNSG 1201	Mental Health and Mental Illness.....	2
VNSG 1409	Nursing in Health and Illness II .....	4
VNSG 2331	Advanced Nursing Skills.....	3
VNSG 1360	Clinical II .....	3

### LEVEL III

VNSG 1119	Leadership and Prof. Development .....	1
VNSG 2410	Nursing in Health and Illness III.....	4
VNSG 1230	Maternal-Neonatal Nursing .....	2
VNSG 1234	Pediatrics .....	2
VNSG 1361	Clinical III .....	3

**Total Semester Hours: 44**

*\*Prerequisite for all VNSG courses. BIOL 2401 and BIOL 2402 may be substituted for BIOL 2404*

*Courses titled in **bold type** represent general education requirements.*

*Department-specific courses must be taken in sequence.*

*All courses must be completed with a "C" or better.*

*[Selective Admissions](#) and retention rules apply. Contact the department chair for details*

# Occupational Therapy

## **Occupational Therapy Assistant, Associate of Applied Science**

Occupational Therapy Assistants (OTAs) work under the direction of Occupational Therapists in treating individuals with injuries, illnesses or disabilities through the therapeutic use of everyday activities (occupations). As an OTA, you can help individuals to develop, recover and improve the skills needed for daily living and working. You will work with individuals across the lifespan in a variety of settings: hospitals, clinics, schools and nursing homes, as well as in their homes, places of employment and other community settings.

Our Occupational Therapy Assistant program provides you with four semesters of classroom and laboratory learning followed by one semester of full-time fieldwork under the supervision of a registered Occupational Therapist (OTR) or a Certified Occupational Therapy Assistant (COTA).

Upon successful completion of the program, you are eligible to take the national exam given by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant. The state of Texas requires a license to practice. Licensure involves a separate application process and is based on successful completion of the NBCOT Certification Examination.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, flexibility/adaptability, interpersonal skills, problem solving, team work and verbal communication skills.

## OCCUPATIONAL THERAPY

# Occupational Therapy Assistant AAS

Associate of Applied Science

TSI Complete

MAJOR COURSES	44 CREDITS
OTHA 1301	Introduction to Occupational Therapy
OTHA 1315	Therapeutic Use of Occupations or Activities I
OTHA 1341	Occupational Performance from Birth through Adolescence
OTHA 1309	Human Structure and Function in Occupational Therapy
OTHA 2301	Pathophysiology in Occupational Therapy
OTHA 1353	Occupational Performance for Elders
OTHA 1260	Clinical – Occupational Therapy Assistant I
OTHA 2309	Mental Health in Occupational Therapy
OTHA 2261	Clinical – Occupational Therapy Assistant II
OTHA 1419	Therapeutic Interventions I
OTHA 2305	Therapeutic Interventions II
OTHA 2335	Health Care Management in Occupational Therapy
OTHA 2302	Therapeutic Use of Occupations or Activities II
OTHA 2262	Clinical – Occupational Therapy Assistant III
OTHA 2266	Practicum (or Field Experience) Occupational Therapy Assistant I
OTHA 2267	Practicum (or Field Experience) Occupational Therapy Assistant II

### GENERAL EDUCATION REQUIREMENTS 16 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 44

General Education Requirements: 16

**Total Semester Hours: 60**

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Blvd., Suite 200, North Bethesda, MD 20852-4929; telephone 301-652-AOTA; website [www.acoteonline.org](http://www.acoteonline.org).

### Recommended Course Sequence:

PREREQUISITES	CREDIT HOURS
PSYC 2314	Lifespan Growth and Development.....3
ENGL 1301	Composition I.....3
BIOL 2404	Anatomy & Physiology.....4

### FIRST SEMESTER

OTHA 1301	Introduction to Occupational Therapy.....3
OTHA 1315	Therapeutic Use of Occ. or Activities I.....3
OTHA 1341	Occupational Performance from Birth through Adolescence.....3
OTHA 1309	Human Structure and Function in.....3
	Occupational Therapy

### SECOND SEMESTER

OTHA 2301	Pathophysiology in Occ. Therapy. ....3
OTHA 1353	Occupational Performance for Elders.....3
OTHA 1260	Clinical – Occ. Therapy Assistant I .....2
OTHA 2309	Mental Health in Occupational Therapy .....3
MATH xxxx	Mathematics Core.....3

### SUMMER I

OTHA 2261	Clinical – Occ. Therapy Assistant II.....2
OTHA 1419	Therapeutic Interventions I .....4

### THIRD SEMESTER

OTHA 2305	Therapeutic Interventions II .....3
OTHA 2335	Health Care Mgmt. in Occ. Therapy.....3
OTHA 2302	Therapeutic Use of Occ. or Activities II .....3
OTHA 2262	Clinical – Occ. Therapy Assistant III.....2
PHIL 2306	Introduction to Ethics OR.....3
	<b>HUMA 1301 OR</b>
	<b>HIST 2311 OR</b>
	<b>HIST 2312 OR</b>
	<b>PHIL 1304</b>

### FOURTH SEMESTER

OTHA 2266	Practicum (or Field Experience) .....2
	Occupational Therapy Assistant I
OTHA 2267	Practicum (or Field Experience) .....2
	Occupational Therapy Assistant II

### Total Semester Hours: 60

Courses titled in bold type represent general education requirements.

[Selective admissions](#) and retention rules apply. Contact the department chair for details. Please note: A felony conviction may affect a student's acceptance to the program and a graduate's ability to sit for the NBCOT Certification Examination and/or attain state licensure. Non-OTHA courses may be taken prior to admission to the Occupational Therapy Assistant program.

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

# Ophthalmic Medical Assisting

## Ophthalmic Medical Assisting CERT

An ophthalmic assistant is a medical technician that specializes in working with ophthalmologists and optometrists. They serve these eye doctors in much the same way that a nurse assists a general practitioner. As an ophthalmic assistant you will perform eye and vision tests aimed at diagnosing ocular ailments, disorders and other problems. You may also administer vision tests on patients in order to determine visual ability and eye-muscle function. Additionally, you will educate patients on the proper use of contact lenses and eyeglasses. Many assistants, depending on the size of the practice, may be asked to apply eye dressings and aid ophthalmologists in surgical procedures.

Our program and faculty will help you be successful in this field. By teaching practical experience with combined scientific and clinical skills, we provide you the opportunity to work well with patients.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this Catalog.

Marketable skills for this award include: critical thinking, organizational skills, strong work ethic and technical skills.

### Certificate of Proficiency TSI Exempt

#### FIRST SEMESTER

	CREDIT HOURS
OPTS 1311	The Visual System .....3
OPTS 2341	Ophthalmic Techniques.....3
OPTS 1501	Ophthalmic Dispensing.....5
OPTS 1315	Basic Contact Lenses .....3
OPTS 1305	Geometric Optics .....3
OPTS 1292	Special Topics in Optical Technician.....2

#### SECOND SEMESTER

OPTS 2345	Advanced Ophthalmic Techniques .....3
OPTS 2531	Advanced Ophthalmic Dispensing .....5
OPTS 2335	Advanced Contact Lenses.....3
OPTS 1309	Ophthalmic Laboratory I .....3
OPTS 2166	Ophthalmic Practicum I .....1
OPTS 1319	Vision Care Office Procedures.....3

#### SUMMER I

OPTS 2266	Ophthalmic Practicum II.....2
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#### Total Semester Hours: 39

*All technical courses in the degree curriculum must be successfully completed with a grade of "C" or better in order to receive the certificate. Having not made a grade of "C" or better in any technical course, the student may not be allowed to continue taking technical courses until that deficiency is satisfied.*

# Paralegal

## **Paralegal, Associate of Applied Science**

Begin a professional career in the legal field by earning an Associate of Applied Science in Paralegal Studies.

Students who successfully complete our paralegal program are equipped with the skills necessary for an entry-level paralegal position. Paralegals, sometimes called legal assistants, work under the supervision of an attorney and perform many tasks traditionally performed by attorneys. For example, under the supervision of an attorney, paralegals may interview clients and witnesses, conduct investigations, perform legal research, organize and analyze data, assist in all stages of the trial process, summarize depositions and testimony, summarize interrogatories, prepare for and assist at real estate closings and will executions, maintain corporate and other entity records, and draft pleadings and other legal documents.

Paralegals must work under the supervision of an attorney. Paralegals are prohibited from engaging in the practice of law and may not give legal advice, sign pleadings, negotiate settlement agreements, accept cases, solicit legal business on behalf of an attorney, set legal fees, represent clients, appear in court on behalf of clients, or advertise or contract with members of the general public for the performance of legal services.

In addition to being employed by private law firms, paralegals are frequently employed by corporations, banks, real estate and title companies, governmental agencies, insurance companies, estate planning and investment service organizations, hospitals, public interest and legal aid organizations, and of course, the offices of public defenders, district attorneys, judges, and the courts.

Our paralegal classes are taught by licensed attorneys in classes with small student-to-faculty ratios. All paralegal classes have an online component, and many may be completed online.

Upon graduation, paralegal students are encouraged to seek voluntary certification with the National Association of Legal Assistants (NALA) or the National Federation of Paralegal Associations (NFPA).

An associate's degree in paralegal studies is an excellent stepping stone for a rewarding legal career.

Marketable skills for this award include: building effective relationships, computer skills + typing, detail-oriented, organizational skills, team work and time management.



## PARALEGAL

# Paralegal AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES

39 CREDITS

LGLA 1119	Paralegal Ethics
LGLA 1311	Introduction to Law
ITSW 1301	Introduction to Word Processing
LGLA 1403	Legal Research
LGLA 2305	Interviewing and Investigating
POFI 2340	Advanced Word Processing
LGLA 1405	Legal Writing
LGLA 1349	Constitutional Law
LGLA 1345	Civil Litigation
ACNT 1303	Introduction to Accounting I <b>OR</b>
ACCT 2301	Principles of Financial Accounting
LGLA 2307	Law Office Management
LGLA 2311	Business Organizations
LGLA 2380	Cooperative Education- Legal Assistant/Paralegal <b>OR</b>
	Approved LGLA Elective*

### GENERAL EDUCATION REQUIREMENTS 21 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 39

General Education Requirements: 21

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

LGLA 1119	Paralegal Ethics (#) .....	1
<b>GOVT 2305</b>	<b>Federal Government</b> .....	3
LGLA 1311	Introduction to Law (#) .....	3
ITSW 1301	Introduction to Word Processing .....	3
<b>ENGL 1301</b>	<b>Composition I</b> .....	3
<b>MATH 1314</b>	<b>College Algebra OR</b> .....	3
	<b>MATH 1332 OR</b>	
	<b>MATH 1342</b>	

#### SECOND SEMESTER

<b>ENGL 1302</b>	<b>Composition II OR</b> .....	3
	<b>ENGL 2311</b>	
<b>GOVT 2306</b>	<b>Texas Government</b> .....	3
LGLA 1403	Legal Research (+) .....	4
LGLA 2305	Interviewing and Investigating (+) .....	3
POFI 2340	Advanced Word Processing .....	3

#### THIRD SEMESTER

LGLA 1405	Legal Writing (#) .....	4
LGLA 1349	Constitutional Law (#) .....	3
LGLA 1345	Civil Litigation (#) .....	3
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication OR</b> ..	3
	<b>SPCH 1315</b>	
ACNT 1303	Introduction to Accounting I <b>OR</b> .....	3
	ACCT 2301	

#### FOURTH SEMESTER

LGLA 2307	Law Office Management (+) .....	3
LGLA 2311	Business Organizations (+) .....	3
xxxx x3xx	<b>Lang., Philosophy and Culture Core OR</b> ....	3
	<b>Creative Arts Core</b>	
LGLA 2380	Cooperative Education .....	3
	Legal Assistant/Paralegal (+) <b>OR</b>	
	<b>LGLA 1353 OR</b>	
	<b>LGLA 1355 OR</b>	
	<b>LGLA 2313 OR</b>	
	<b>LGLA 2315 OR</b>	
	<b>LGLA 2333 OR</b>	
	<b>LGLA 2337</b>	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

\*Approved Electives: LGLA 1353, 1355, 2313, 2315, 2333 and 2337. (LGLA elective course offerings may vary by year and semester.)

Some LGLA courses are only offered in the fall semester, while others are only offered in the spring semester.

# Indicates course only taught in the fall semester

+ Indicates course only taught in the spring semester

# Physical Therapy

## **Physical Therapist Assistant, Associate of Applied Science**

Physical Therapist Assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist and assist the physical therapist in the treatment of individuals with medical and health-related conditions which limit their ability to perform functional activities.

The goal of physical therapy treatment is to restore function, reduce pain and prevent disability. PTAs provide care for people in hospitals, outpatient clinics, patients' homes, schools, work settings, nursing homes and fitness facilities.

Our Physical Therapist Assistant program is five semesters long and includes three six-week clinical rotations under the supervision of a physical therapist or physical therapist assistant. Our faculty provides a combination of individual attention, a friendly atmosphere and a small student-to-faculty ratio.

Upon successful completion of the program, students are eligible to take the National Physical Therapy Exam (NPTE) given by the Federation of State Boards of Physical Therapy (FSBPT) to become a licensed physical therapist assistant. The state of Texas requires a license to practice. Licensure involves a separate application process and is based on successful completion of the NPTE.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, flexibility/adaptability, interpersonal skills, problem solving, team work and technical skills.

## PHYSICAL THERAPY

# Physical Therapist Assistant AAS

Associate of Applied Science

TSI Reading & Writing Complete

### MAJOR COURSES 45 CREDITS

PTHA 1225	Communication in Health Care
PTHA 1301	The Profession of Physical Therapy
PTHA 1405	Basic Patient Care Skills
PTHA 1413	Functional Anatomy
PTHA 2509	Therapeutic Exercise
PTHA 2201	Essentials of Data Collection
PTHA 1431	Physical Agents
PTHA 1321	Pathophysiology for the PTA
PTHA 1266	Practicum (or Field Experience) – Physical Therapist Assistant
PTHA 2205	Neurology
PTHA 2431	Management of Neurological Disorders
PTHA 2435	Rehabilitation Techniques
PTHA 2239	Professional Issues
PTHA 2266	Practicum (or Field Experience) – Physical Therapist Assistant
PTHA 2267	Practicum (or Field Experience) – Physical Therapist Assistant

### GENERAL EDUCATION REQUIREMENTS 17 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 17

### Total Semester Hours: 62

The TJC Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org).

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), is necessary for eligibility to sit for the licensure examination, which is required in all states. Please note: a felony conviction may affect a student's acceptance to the program and a graduate's ability to sit for the NPTE and/or obtain state licensure.

### Course Sequence:

### PREREQUISITES CREDIT HOURS

ENGL 1301	Composition I .....	3
BIOL 2401	Anatomy & Physiology I .....	4

### FIRST SEMESTER

PTHA 1225	Communication in Health Care .....	2
PTHA 1301	The Profession of Physical Therapy .....	3
PTHA 1405	Basic Patient Care Skills .....	4
PTHA 1413	Functional Anatomy .....	4
BIOL 2402	Anatomy and Physiology II .....	4

### SECOND SEMESTER

PTHA 2509	Therapeutic Exercise .....	5
PTHA 2201	Essentials of Data Collection .....	2
PTHA 1431	Physical Agents .....	4
PTHA 1321	Pathophysiology for the PTA .....	3
PSYC 2314	Lifespan Growth & Development .....	3

### SUMMER I

PTHA 1266	Practicum (or Field Experience) .....	2
	Physical Therapist Assistant	

### THIRD SEMESTER

PTHA 2205	Neurology .....	2
PTHA 2431	Management of Neurological Disorders .....	4
PTHA 2435	Rehabilitation Techniques .....	4
PHIL 2306	Introduction to Ethics .....	3

### FOURTH SEMESTER

PTHA 2239	Professional Issues .....	2
PTHA 2266	Practicum (or Field Experience) .....	2
	Physical Therapist Assistant	
PTHA 2267	Practicum (or Field Experience) .....	2
	Physical Therapist Assistant	

### Total Semester Hours: 62

Courses titled in **bold type** represent general education requirements.

Non-PTHA courses may be taken prior to admission to the Physical Therapist Assistant program.

Selective admissions and retention rules apply. Department specific courses must be taken in sequence. Students must complete each course with at least a "C" or better to progress through the program. See program website at [www.tjc.edu/PTA](http://www.tjc.edu/PTA) for details.

# Physics

## Physics AS

Physicists study the fundamental nature of the universe, ranging from the vastness of space to the smallest of subatomic particles.

With our Physics AS, you can move forward in your career and develop new technologies, methods, and theories based on the results of research to deepen our understanding of how things work and contribute to innovative, real-world applications.

Upon completion of our Physics degree, you are prepared to continue your study of physics at a four-year institution or pursue admission into various medical related, technology and engineering fields.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, mathematics, problem solving, team work and written communication skills.

### Associate of Science

#### TSI Complete

#### MAJOR COURSES <sup>A</sup>

**15 CREDITS**

CHEM 1411	General Chemistry I
MATH 2414	Calculus II
MATH 2415	Calculus III <b>OR</b>
CHEM 1412	General Chemistry II
MATH 2320	Differential Equations <b>OR</b>
ENGR 2304	Programming for Engineers
PHYS 2425	University Physics I <sup>A</sup> (counts as TJC core class)
PHYS 2426	University Physics II <sup>A</sup> (counts as TJC core class)

#### TJC CORE CURRICULUM

**45\*\* CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 15

TJC Core Curriculum: 45

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
MATH 2413	Calculus I.....	4
CHEM 1411	General Chemistry I.....	4
EDUC 1300	Learning Framework*.....	3
HIST 1301	United States History I.....	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
MATH 2414	Calculus II.....	4
PHYS 2425	University Physics I <sup>A</sup> .....	4
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	

#### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
MATH 2415	Calculus III <b>OR</b> .....	4
	CHEM 1412 <sup>A</sup>	
PHYS 2426	University Physics II <sup>A</sup> .....	4
ENGL 2332	World Literature I* <b>OR</b> .....	3
	ENGL 2333*	

#### FOURTH SEMESTER

GOVT 2306	Texas Government.....	3
MATH 2320	Differential Equations <b>OR</b> .....	3
	ENGR 2304	
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
ECON 2301	Principles of Macroeconomics*.....	3
xxxx x3xx	Creative Arts Core.....	3

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*\*From the core choices, MATH 2413, PHYS 2425 and 2426 are required for the Physics Degree. With the requirement of MATH 2413, Core hours will be at 45 credits.

\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

For more information, contact: Department Chair, Engineering/Physical Sciences, G-207/903-510-2887.

# Power Plant Technology

## Power Plant Technology AAS

The power generation industry is changing and becoming more modernized. New energy technologies are developing constantly. The Power Plant Technology program trains you for entry-level employment in the operation of modern fossil fuel power plants, gas turbine facilities, hydroelectric plants and other facilities where steam and/or electricity is generated.

You will work closely with top-notch faculty who bring years of experience into the classroom. Come study the latest technical and safety aspects of plant operations, and the mechanical, electrical and instrumentation technology needed for working in related industrial operations.

Marketable skills for this award include: building effective relationships, critical thinking, customer service, initiative, strong work ethic and discipline.

### Associate of Applied Science

#### TSI Complete

#### MAJOR COURSES

**45 CREDITS**

ENER 1330	Basic Mechanical Skills for Energy
TECM 1303	Technical Calculations
IEIR 1302	Introduction to Direct Current Circuits
INMT 2301	Machinery Installation
IEIR 1304	Alternating Current Circuits for Industrial Applications
CBFM 1307	Boiler Operation
INCR 1302	Physics of Instrumentation
HYDR 1345	Hydraulics and Pneumatics
ELMT 2351	Power Generation Fundamentals
ELMT 1380	Cooperative Education – Electromechanical Technology <b>OR</b>
WLDG 1307	Introduction to Welding Using Multiple Processes
INMT 2303	Pumps, Compressors & Mechanical Drives
ENER 2325	SCADA and Networking
ELMT 1301	Programmable Logic Controllers
ELPT 2305	Motors and Transformers
ELMT 2353	Power Generation Troubleshooting

#### GENERAL EDUCATION REQUIREMENTS **15 CREDITS**

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENER 1330	Basic Mechanical Skills for Energy .....	3
TECM 1303	Technical Calculations .....	3
IEIR 1302	Introduction to Direct Current Circuits .....	3
INMT 2301	Machinery Installation .....	3
<b>ENGL 1301</b>	<b>Composition I .....</b>	<b>3</b>

#### SECOND SEMESTER

IEIR 1304	Alternating Current Circuits for.....	3
	Industrial Applications	
CBFM 1307	Boiler Operation.....	3
INCR 1302	Physics of Instrumentation .....	3
HYDR 1345	Hydraulics and Pneumatics.....	3
ELMT 2351	Power Generation Fundamentals.....	3
<b>MATH 1314</b>	<b>College Algebra.....</b>	<b>3</b>

#### SUMMER

ELMT 1380	Cooperative Education .....	3
	Electromechanical Technology <b>OR</b>	
	WLDG 1307	

#### THIRD SEMESTER

INMT 2303	Pumps, Compressors & Mech. Drives .....	3
ENER 2325	SCADA and Networking.....	3
ELMT 1301	Programmable Logic Controllers .....	3
<b>ECON 2301</b>	<b>Principles of Macroeconomics <b>OR</b>.....</b>	<b>3</b>
	<b>GOVT 2305 OR</b>	
	<b>GOVT 2306 OR</b>	
	<b>PSYC 2301 OR</b>	
	<b>SOCI 1301</b>	

#### FOURTH SEMESTER

ELPT 2305	Motors and Transformers.....	3
ELMT 2353	Power Generation Troubleshooting.....	3
<b>PHIL 2306</b>	<b>Introduction to Ethics.....</b>	<b>3</b>
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication.....</b>	<b>3</b>

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

NOTE: Applicants must meet the admission requirements for TJC and achieve a minimum score of 42 on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend power plant orientation.

# Psychology

## Psychology AA

The discipline of Psychology studies the human mind and human behavior. Whether you plan to pursue a profession in the research, medical, business or educational area, we will start you on the correct path to your ultimate career.

Join our program and learn a broad understanding of the mind, human motivation and behavior. Our dedicated faculty provide you the platform to succeed with your long-term goals. Upon completion, you will be able to embark on a new career path, further your career, or simply enjoy greater happiness and success in an existing passion.

At TJC we'll show you how you can help others live their best lives.

Marketable skills for this award include: building effective relationships, critical thinking, initiative, organizational skills, problem solving and research.

### Associate of Arts – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES <sup>A</sup> 19 CREDITS

PSYC 2301	General Psychology*
PSYC 2314	Lifespan Growth & Development*
PSYC 2317	Statistical Methods in Psychology
PSYC 2319	Social Psychology
PSYC 2320	Abnormal Psychology
PSYC 2330	Biological Psychology

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM 41 CREDITS

In addition to the Major Courses, the student is required to take 41 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 19

TJC Core Curriculum: 41

**Total Semester Hours: 60**

### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
ENGL 1301	Composition I.....3
HIST 1301	United States History I.....3
EDUC 1300	Learning Framework**.....3
MATH 1314	College Algebra.....3
PSYC 2301	General Psychology*.....3

SECOND SEMESTER	
ENGL 1302	Composition II <b>OR</b> .....3
	ENGL 2311
HIST 1302	United States History II <b>OR</b> .....3
	HIST 2301
xxxx x4xx	Life and Physical Sciences Core.....4
PSYC 2314	Lifespan Growth & Development*.....3
PSYC 2317	Statistical Methods in Psychology.....3

THIRD SEMESTER	
SPCH 1315	Public Speaking <b>OR</b> .....3
	SPCH 1321
xxxx x3xx	Lang., Philosophy, and Culture Core.....3
xxxx x4xx	Life and Physical Sciences Core.....4
GOVT 2305	Federal Government.....3
PSYC 2330	Biological Psychology.....3

FOURTH SEMESTER	
GOVT 2306	Texas Government.....3
PSYC 2319	Social Psychology.....3
PSYC 2320	Abnormal Psychology.....3
xxxx x3xx	Creative Arts Core.....3
xxxx x1xx	Elective.....1

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*PSYC 2301 and PSYC 2314 both satisfy the Social and Behavioral Sciences core requirement. Therefore, students graduating with the Psychology AA will be both Field of Study complete and Core complete.

\*\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

# Public Administration

## **Public Administration, Associate of Applied Science**

Help build strength in your community by earning an Associate of Applied Science degree in Public Administration. Our online Public Administration program prepares you for career opportunities in public sector (government) agencies, community non-profit organizations and social service organization positions related to all levels of government.

Our program is structured to provide you the necessary knowledge and skills required for entry-level positions in a wide range of fields. Our small class sizes and expert faculty will prepare you to deal with the public and media as well as develop solid business and managerial skills.

After graduation, you'll be ready to enter the workforce or continue on your education path. See yourself succeed at TJC.

Marketable skills for this award include: building effective relationships, leadership, organizational skills, problem solving, strong work ethic and team work.

## **Public Administration, Certificate of Proficiency**

Our online certificate program in Public Administration allows you to build your knowledge for positions in all levels of government and quickly enter the workforce.

Let us lead you to success with our expert faculty teaching you the basics of government structure, management, budgeting, community dynamics, ethics and human resources.

After completion of the program, you'll be prepared to pursue a career path or advance your current career in public service.

Marketable skills for this award include: leadership, organizational skills, problem solving and team work.

## **Public Administration, Occupational Skills Award**

Our one-semester occupational skills award in Public Administration is perfect for students who are already employed in the industry, but want to get a few more skills under their belt.

Let our team of expert faculty increase your foundational knowledge of government agencies, public administration and public sector management.

This is an excellent way to gain more knowledge about your profession and is time manageable for your busy day.

Marketable skills for this award include: building effective relationships, organizational skills and strong work ethic.

## **Public Administration: Leadership, Occupational Skills Award**

TJC's one-semester occupational skills award is perfect for you if you are already employed in the industry, but want to enter into a management position or continue to move up the career ladder.

With our small class sizes and expert faculty, we will teach supervision skills, human resource needs and ethics to help you continue in your chosen field.

At the end of the semester you will be ready to take on a leadership position and help guide others to success!

Marketable skills for this award include: leadership, organizational skills and problem solving.

## PUBLIC ADMINISTRATION

# Public Administration AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES

30 CREDITS

PBAD 1321	Public Administration
PBAD 1341	Governmental Agencies
PBAD 2335	Ethics in the Public Sector
PBAD 2305	Public Sector Management
HRPO 2307	Organizational Behavior
PBAD 2331	Budgeting in the Public Sector
PBAD 2311	Public Sector Supervision
PBAD 2301	Public Relations for the Public Sector
PBAD 2339	Human Resource Management in the Public Sector
PBAD 1392	Special Topics in Public Administration <b>OR</b>
PBAD 2365	Practicum (or Field Experience) – Public Administration

### GENERAL EDUCATION REQUIREMENTS 30 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 30

General Education Requirements: 30

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
SOCI 1301	Introduction to Sociology.....	3
PBAD 1321	Public Administration (#).....	3
PBAD 1341	Governmental Agencies (#).....	3

#### SECOND SEMESTER

ENGL 1302	Composition II.....	3
HIST 1302	United States History II.....	3
PBAD 2335	Ethics in the Public Sector (+).....	3
PBAD 2305	Public Sector Management (+).....	3
HRPO 2307	Organizational Behavior.....	3

#### THIRD SEMESTER

PBAD 2331	Budgeting in the Public Sector (#).....	3
GOVT 2305	<b>Federal Government.....</b>	<b>3</b>
PBAD 2311	Public Sector Supervision (#).....	3
xxxx x3xx	<b>Lang., Philosophy and Culture Core OR ....</b>	<b>3</b>
	<b>Creative Arts Core</b>	
MATH 1314	<b>College Algebra OR.....</b>	<b>3</b>
	<b>MATH 1332 OR</b>	
	<b>MATH 1342</b>	

#### FOURTH SEMESTER

GOVT 2306	<b>Texas Government.....</b>	<b>3</b>
PBAD 2301	Public Relations for the Public Sector (+)....	3
PBAD 2339	Human Resource Management in the.....	3
	Public Sector (+)	
SPCH 1315	<b>Public Speaking OR.....</b>	<b>3</b>
	<b>SPCH 1321</b>	
PBAD 2365	Practicum (or Field Experience).....	3
	Public Administration (+) <b>OR</b>	
	PBAD 1392 (+)	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

Some PBAD courses are only offered in the fall semester, while others are only offered in the spring semester.

# Indicates course only taught in the fall semester

+ Indicates course only taught in the spring semester



## PUBLIC ADMINISTRATION

# Public Administration CERT

### Certificate of Proficiency

#### TSI Exempt

FIRST SEMESTER		CREDIT HOURS
PBAD 1321	Public Administration (#) .....	3
PBAD 1341	Governmental Agencies (#) .....	3
PBAD 2305	Public Sector Management (#) .....	3

#### SECOND SEMESTER

PBAD 2311	Public Sector Supervision (+).....	3
PBAD 2339	Human Resource Management in the .....	3
	Public Sector (+)	
PBAD 2335	Ethics in the Public Sector (+).....	3

**Total Semester Hours: 18**

*Some PBAD courses are only offered in the fall semester, while others are only offered in the spring semester.*

*# Indicates course only taught in the fall semester*

*+ Indicates course only taught in the spring semester*

## PUBLIC ADMINISTRATION

# Public Administration AWARD

### Occupational Skills Award

#### TSI Exempt

PBAD 1321	Public Administration (#) .....	3
PBAD 1341	Governmental Agencies (#).....	3
PBAD 2305	Public Sector Management (#).....	3

**Total Semester Hours: 9**

*Some PBAD courses are only offered in the fall semester, while others are only offered in the spring semester.*

*# Indicates course only taught in the fall semester*

*+ Indicates course only taught in the spring semester*

## PUBLIC ADMINISTRATION

# Leadership AWARD

### Occupational Skills Award

#### TSI Exempt

PBAD 2311	Public Sector Supervision (+).....	3
PBAD 2339	Human Resource Management in the.....	3
	Public Sector (+)	
PBAD 2335	Ethics in the Public Sector (+) .....	3

**Total Semester Hours: 9**

*Some PBAD courses are only offered in the fall semester, while others are only offered in the spring semester.*

*# Indicates course only taught in the fall semester*

*+ Indicates course only taught in the spring semester*

# Radiologic Technology

## **Radiologic Technology, Associate of Applied Science**

Explore the “art and science” of creating images of the human body by enrolling in our Radiologic Technology program. It boasts a near perfect registry exam success rate and is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

We provide you with a balanced curriculum of general didactic and clinical courses. Our expert staff prepare you within our state-of-the-art training facilities to become successful radiologic technologists. We also provide "hands-on" experience at one of nine area hospitals, as well as clinical sites, where you will work under the direction of radiologists, directors of radiology departments and practicum instructors.

Our Radiologic Technology degree provides a balanced curriculum of general didactic and practicum courses while offering you an opportunity for cultural development and occupational competence.

Enroll today and become a part of a winning team.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: critical thinking, customer service, detail-oriented, interpersonal skills, strong work ethic and time management.

# Radiologic Technology AAS

Associate of Applied Science

TSI Complete

MAJOR COURSES	44 CREDITS
RADR 2309	Radiographic Imaging Equipment
RADR 1203	Patient Care
RADR 1201	Introduction to Radiography
RADR 1311	Basic Radiographic Procedures
RADR 1266	Practicum (or Field Experience) – Radiologic Technology/Science - Radiographer
RADR 2313	Radiation Biology and Protection
RADR 1213	Principles of Radiographic Imaging I
RADR 2301	Intermediate Radiographic Procedures
RADR 1267	Practicum (or Field Experience) – Radiologic Technology/Science - Radiographer
RADR 2266	Practicum (or Field Experience) – Radiologic Technology/Science - Radiographer
RADR 2236	Special Patient Applications
RADR 2233	Advanced Medical Imaging
RADR 2366	Practicum (or Field Experience) – Radiologic Technology/Science - Radiographer
RADR 2217	Radiographic Pathology
RADR 2205	Principles of Radiographic Imaging II
RADR 2367	Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer
RADR 2331	Advanced Radiographic Procedures
RADR 2167	Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer
RADR 2235	Radiologic Technology Seminar

## GENERAL EDUCATION REQUIREMENTS 20 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 44

General Education Requirements: 20

**Total Semester Hours: 64**

[Selective Admissions](#) and retention rules apply. Enrollment in this program is limited and requires a 2.5 minimum GPA and an ACT Minimum Composite and Science Reasoning Score of 17. See the [Selective Admissions](#) requirements in the Admission section of this Catalog and at [www.tjc.edu/radiologictech](http://www.tjc.edu/radiologictech).

## Recommended Course Sequence:

PREREQUISITES	CREDIT HOURS
BIOL 2401	Anatomy & Physiology I .....4
<b>FIRST SEMESTER</b>	
RADR 2309	Radiographic Imaging Equipment.....3
RADR 1203	Patient Care .....2
RADR 1201	Introduction to Radiography .....2
RADR 1311	Basic Radiographic Procedures .....3
RADR 1266	Practicum (or Field Experience) .....2
	Radiologic Technology
<b>SECOND SEMESTER</b>	
RADR 2313	Radiation Biology and Protection.....3
RADR 1213	Principles of Radiographic Imaging I.....2
RADR 2301	Intermediate Radiographic Procedures .....3
RADR 1267	Practicum (or Field Experience) .....2
	Radiologic Technology
ENGL 1301	Composition I .....3
<b>SUMMER I</b>	
RADR 2266	Practicum (or Field Experience) .....2
	Radiologic Technology
RADR 2236	Radiologic Technology Special Patient .....2
	Applications
RADR 2233	Advanced Medical Imaging .....2
<b>THIRD SEMESTER</b>	
RADR 2366	Practicum (or Field Experience) .....3
	Radiologic Technology
RADR 2217	Radiographic Pathology .....2
RADR 2205	Principles of Radiographic Imaging II .....2
PSYC 2314	Lifespan Growth & Development OR.....3
	PSYC 2301 OR
	SOCI 1301
BIOL 2402	Anatomy and Physiology II .....4
<b>FOURTH SEMESTER</b>	
RADR 2367	Practicum (or Field Experience) .....3
	Radiologic Technology
RADR 2331	Advanced Radiographic Procedures .....3
MATH xxxx	Mathematics Core.....3
xxxx x3xx	Lang., Philosophy and Culture Core OR ....3
	Creative Arts Core
<b>SUMMER II</b>	
RADR 2167	Practicum (or Field Experience) .....1
	Radiologic Technology
RADR 2235	Radiologic Technology Seminar .....2

## Total Semester Hours: 64

Courses titled in **bold type** represent general education courses and may be taken prior to acceptance into the Radiologic Care program.

Department specific courses must be taken in sequence and may have a prerequisite course. A minimum grade of 78% will be required on all radiologic technology didactic courses. 75% is passing for practicum courses. All required courses of the associate degree curriculum must be completed with a "C" or better. Having not received a "C" or better in any prerequisite course, the student may not progress until the deficiency has been removed.

# Respiratory Care

## **Respiratory Care, Associate of Applied Science**

Respiratory therapists play an important role in helping patients with breathing difficulties and cardiopulmonary disorders get the best care possible.

Our Respiratory Care degree helps you gain the technical proficiencies and academic training required to become a respiratory therapist. Within this field, you are tasked with important responsibilities, such as providing and managing therapeutic and life support services, administration of gasses and aerosol therapy, and cardiopulmonary assessment and monitoring.

Our Respiratory Care program is a two-year curriculum that includes one semester (15 credit hours) of prerequisite courses and four semesters (51 credit hours) of didactic, laboratory, and clinical classes that prepare the student for a career as a Respiratory Therapist. The program is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Enrollment in this program is limited. All prerequisite courses should be completed before application for enrollment into the respiratory care program. See the [Selective Admissions](#) requirements in the Admissions section of this *Catalog* or at [www.tjc.edu/respiratorycare](http://www.tjc.edu/respiratorycare).

As a graduate of the program, you will receive an associate of applied science degree and be eligible to apply for the Therapist-Multiple Choice (TMC) examination administered by the National Board for Respiratory Care (NBRC). The graduate who achieves the low cut score will attain the CRT credential. The graduate who passes the TMC at the high cut score will then be eligible to sit for the NBRC Clinical Simulation Exam. When successful, the credential of Registered Respiratory Therapist (RRT) will be attained.

After obtaining your RRT credential, you will also be eligible to apply for additional specialty examinations which include: neonatal/pediatric specialist (NPS), certified pulmonary function technologist (CPFT), registered pulmonary function technologist (RPFT), sleep disorders specialty (SDS) credentials, and Adult Critical Care Specialty Examination (ACCS).

In addition, all graduates are trained American Heart Association Advanced Cardiac Life Support (ACLS) providers, Pediatric Advanced Life Support (PALS) providers, and also complete the Neonatal Resuscitation Program (NRP) in accordance with the standards of the American Academy of Pediatrics.

Marketable skills for this award include: critical thinking, interpersonal skills, self-starter, team work, technical skills and time management.

## **Polysomnography, Advanced Technical Certificate**

Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of sleep disorders is varied but includes narcolepsy, sleep apnea, insomnia, and many others.

PSG technologists operate a variety of electronic monitoring devices that record brain activity (EEG), muscle and eye movement, respiration, and blood oxygen levels. Technologists also help evaluate treatment methods.

TJC offers you a 16-credit-hour advanced certificate program which prepares and qualifies you to take the national examination. Candidates must have completed an Associate Degree in Respiratory Care and have a current American Heart Association Advanced Life Support Providers course completion card.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admissions section of this *Catalog* or at [www.tjc.edu/respiratorycare](http://www.tjc.edu/respiratorycare).

Marketable skills for this award include: analytical/quantitative skills, problem solving, technical skills and time management.

## RESPIRATORY CARE

# Respiratory Care AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES 35 CREDITS

RSPT 1227	Applied Physics for Respiratory Care
RSPT 1340	Advanced Cardiopulmonary Anatomy and Physiology
RSPT 1310	Respiratory Care Procedures I
RSPT 2258	Respiratory Care Patient Assessment
RSPT 1166	Practicum (or Field Experience) – Respiratory Care Therapy/Therapist
RSPT 1311	Respiratory Care Procedures II
RSPT 2217	Respiratory Care Pharmacology
RSPT 2414	Mechanical Ventilation
RSPT 1267	Practicum (or Field Experience) – Respiratory Care Therapy/Therapist
RSPT 2425	Cardiopulmonary Diagnostics
RSPT 2266	Practicum (or Field Experience) – Respiratory Care Therapy/Therapist
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care
RSPT 2210	Cardiopulmonary Disease
RSPT 2267	Practicum (or Field Experience) – Respiratory Care Therapy/Therapist

### GENERAL EDUCATION REQUIREMENTS 31 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 35

General Education Requirements: 31

**Total Semester Hours: 66**

### Recommended Course Sequence:

#### PREREQUISITES CREDIT HOURS

MATH x3xx	Mathematics Core.....3
ENGL 1301	Composition I.....3
BIOL 2401	Anatomy & Physiology I*.....4
CHEM 1406	Introductory Chemistry I – Allied Health Emphasis*.....4

#### FIRST SEMESTER

BIOL 2402	Anatomy & Physiology II.....4
RSPT 1227	Applied Physics for Respiratory Care.....2
RSPT 1340	Advanced Cardiopulmonary Anatomy & Physiology.....3
RSPT 1310	Respiratory Care Procedures I.....3
RSPT 2258	Respiratory Care Patient Assessment.....2
RSPT 1166	Practicum (or Field Experience).....1
	Respiratory Care Therapy/Therapist

#### SECOND SEMESTER

BIOL 2420	Microbiology for Non-Science Majors.....4
RSPT 1311	Respiratory Care Procedures II.....3
RSPT 2217	Respiratory Care Pharmacology.....2
RSPT 2414	Mechanical Ventilation.....4
RSPT 1267	Practicum (or Field Experience).....2
	Respiratory Care Therapy/Therapist

#### SUMMER I

RSPT 2425	Cardiopulmonary Diagnostics.....4
RSPT 2266	Practicum (or Field Experience).....2
	Respiratory Care Therapy/Therapist

#### THIRD SEMESTER

xxxx x3xx	Creative Arts Core OR.....3
	HUMA 1301
SPCH 1315	Public Speaking OR.....3
	SPCH 1321
SOCI 1301	Introduction to Sociology OR.....3
	PSYC 2301
RSPT 2353	Neonatal/Pediatric.....3
	Cardiopulmonary Care
RSPT 2210	Cardiopulmonary Disease.....2
RSPT 2267	Practicum (or Field Experience).....2
	Respiratory Care Therapy/Therapist

### Total Semester Hours: 66

Courses titled in **bold type** represent general education courses and may be taken prior to acceptance into the Radiologic Care program.

\*NOTE: BIOL 2401 and CHEM 1406 must be completed with a "C" or better before application to the Respiratory Care program. See department chair for possible exceptions.

[Selective Admissions](#) and retention rules apply. Contact the department chair for details. Department-specific courses must be taken in sequence and may have a prerequisite course. All required courses of the Respiratory Care curriculum must be completed with a grade of "C" or better and a grade point average of at least 2.0 must be maintained while in the program. Contact the department chair for details.

## RESPIRATORY CARE

# Polysomnography ATC

### Advanced Technical Certificate

#### PREREQUISITES

Associate Degree in Respiratory Care  
American Heart Association - ACLS

#### FIRST SEMESTER

#### CREDIT HOURS

PSGT 1310	Neuroanatomy and Physiology .....	3
PSGT 1300	Polysomnography I .....	3
PSGT 1160	Clinical – Polysomnography .....	1

#### SECOND SEMESTER

PSGT 2205	Sleep Scoring & Staging .....	2
PSGT 2411	Polysomnography II .....	4
PSGT 2360	Clinical - Polysomnography II.....	3

**Total Semester Hours: 16**

*All required and prerequisite courses must be completed with a grade of "C" or better.*

# Science

## Science AS

The Associate of Science in science is designed for students with a science-related major that does not match the coursework required for the AS in Biology, Chemistry or Physics. This major would be suitable for students interested in health professions that require an advanced degree such as pharmacy, physical therapy and physician assistant, as well as students interested in engineering.

Marketable skills for this award include: analytical/quantitative skills, critical thinking, interpersonal skills, team work, technical skills and time management.

### Associate of Science

#### TSI Complete

#### MAJOR COURSES <sup>A</sup> 16 CREDITS

MATH 1314	College Algebra <b>OR</b>
MATH 1316	Plane Trigonometry <b>OR</b>
MATH 1342	Elementary Statistical Methods <b>OR</b>
MATH 2412	Pre-Calculus Math <b>OR</b>
MATH 2413	Calculus I <b>OR</b>
MATH 2414	Calculus II <b>OR</b>
MATH 2415	Calculus III

Two courses from:

BIOL 1406	Biology for Science Majors I <b>OR</b>
BIOL 1407	Biology for Science Majors II <b>OR</b>
BIOL 2401	Anatomy & Physiology I <b>OR</b>
BIOL 2402	Anatomy & Physiology II <b>OR</b>
BIOL 2420	Microbiology for Non-Science Majors <b>OR</b>
CHEM 1411	General Chemistry I <b>OR</b>
CHEM 1412	General Chemistry II <b>OR</b>
CHEM 2423	Organic Chemistry I <b>OR</b>
CHEM 2425	Organic Chemistry II <b>OR</b>
GEOL 1403	Physical Geology <b>OR</b>
GEOL 1404	Historical Geology <b>OR</b>
PHYS 1401	College Physics <b>OR</b>
PHYS 1402	College Physics II <b>OR</b>
PHYS 2425	University Physics <b>OR</b>
PHYS 2426	University Physics II

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

FIRST SEMESTER	CREDIT HOURS
xxxx x4xx	Life and Physical Sciences Core.....4
ENGL 1301	Composition I.....3
HIST 1301	United States History I.....3
EDUC 1300	Learning Framework <b>OR</b> .....3
	COSC 1301
MATH 1314	College Algebra <b>OR</b> .....3
	MATH 1316 <b>OR</b>
	MATH 1342 <b>OR</b>
	MATH 2412 <b>OR</b>
	MATH 2413

SECOND SEMESTER	CREDIT HOURS
xxxx x4xx	Life and Physical Sciences Core.....4
ENGL 1302	Composition II <b>OR</b> .....3
	ENGL 2311
HIST 1302	United States History II <b>OR</b> .....3
	HIST 2301
MATH 1314	College Algebra <b>OR</b> .....3
	MATH 1316 <b>OR</b>
	MATH 1342 <b>OR</b>
	MATH 2412 <b>OR</b>
	MATH 2413 <b>OR</b>
	MATH 2414 <b>OR</b>
	MATH 2415
xxxx x3xx	Social and Behavioral Sciences Core .....3

THIRD SEMESTER	CREDIT HOURS
xxxx x4xx	Science Elective* .....4
GOVT 2305	Federal Government.....3
SPCH 1315	Public Speaking <b>OR</b> .....3
	SPCH 1321
xxxx x3xx	Creative Arts Core.....3
xxxx x3xx	Elective.....3

FOURTH SEMESTER	CREDIT HOURS
xxxx x4xx	Science Elective* .....4
GOVT 2306	Texas Government .....3
xxxx x3xx	Lang., Philosophy and Culture Core.....3
xxxx x2xx	Elective.....2

### Total Semester Hours: 60

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*Science Electives must be chosen from the following: BIOL 1406/1407/2401/2402/2420; CHEM 1411/1412/2423/2425; GEOL 1403/1404; PHYS 1401/1402/2425/2426.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

# Sign Language Interpreting

## **Sign Language Interpreting, Associate of Applied Science**

Sign Language Interpreting is a rapidly expanding human service professional field that is expected to continue to grow. Interpreting is utilized in a variety of different life situations including educational, medical, legal, religious, mental health, rehabilitation, performing arts, business, Video Relay/Video Remote Interpreting and many others. There's a nationwide shortage of interpreters and the demand is growing each year. TJC offers an Associate of Applied Science in Sign Language Interpreting for students who are looking for a unique and rewarding career. Opportunity for professional and financial growth is abundant.

Our program at TJC prepares you for a career as an interpreter facilitating communication between people who are deaf, hard of hearing and hearing. Our highly credentialed faculty will help you become fluent in English and in American Sign Language (ASL). We also offer extensive training in Deaf Culture and interpreting/transliterating (Expressive and Receptive). No prior experience is required.

With your AAS degree and state board certification you can immediately start in your career field or continue your career path with a baccalaureate degree.

Come join us for this wonderful opportunity to learn an exciting, practical professional skill and become a huge asset to an exclusive community.

Marketable skills for this award include: bilingual, critical thinking, flexibility/adaptability, multi-tasking, strong work ethic and team work.

## **ASL Skills Certificate, Certificate of Proficiency**

Our ASL Skills Certificate gives you an alternative option to learn ASL skills, but not become an interpreter. This is an excellent addition to those majoring in deaf education, special education, speech pathology, criminal justice and healthcare fields, to name a few.

During your time here, we will teach you the intricacies of sign language and expand your communication skills. Through our curriculum you will also gain a greater understanding of Deaf culture. This is a wonderful opportunity to learn an exciting, practical skill and become a marketable asset in any career path you choose.

Marketable skills for this award include: bilingual, critical thinking, flexibility/adaptability and team work.

## **Sign Language Advanced Skills-Healthcare, Advanced Technical Certificate**

If you are a graduate of an Interpreter Training Program or a certified interpreter with current credentials and would like to specialize in a specific area, we offer an advanced skills certificate in healthcare interpreting.

There is a shortage of sign language interpreters, especially in the healthcare industry locally, state-wide and nationally. Job prospects are abundant and this is an excellent opportunity for you to learn a unique skill and contribute to your community.

With our small class size, you will receive extensive training in the healthcare system and healthcare interpreting protocol from our highly qualified team. We will also prepare you for interpreting in basic and specialty healthcare settings.

Marketable skills for this award include: bilingual, flexibility/adaptability, interpersonal skills and multi-tasking.

## **Sign Language Advanced Skills-Legal, Advanced Technical Certificate**

The need for highly-skilled interpreters—specifically in the courtroom, law enforcement and other legal settings—is rapidly growing. To participate in this program, you must be a graduate of an Interpreter Training Program or a certified interpreter with current credentials.

Our highly qualified team will provide you with advanced training in the legal system and legal interpreting protocol. We will teach you, in a small class setting, the specialized vocabulary and protocol skills it takes to become a successful legal interpreter in quasi-legal and court settings.

Marketable skills for this award include: bilingual, flexibility/adaptability, interpersonal skills and verbal communication skills.



## SIGN LANGUAGE INTERPRETING

# Sign Language Interpreting AAS

Associate of Applied Science

TSI Complete

MAJOR COURSES	50 CREDITS
SGNL 1401	Beginning American Sign Language I
SGNL 1402	Beginning American Sign Language II
SLNG 1215	Visual/Gestural Communication
SLNG 1321	Introduction to the Interpreting Profession
SGNL 2301	Intermediate American Sign Language I
SLNG 1307	Intra-Lingual Skills for Interpreters
SLNG 1211	Fingerspelling and Numbers
SGNL 2302	Intermediate American Sign Language II
SLNG 2301	Interpreting I
SLNG 1347	Deaf Culture
SLNG 2302	Interpreting II
SLNG 2303	Transliterating
SLNG 2334	American Sign Language (ASL) V
SLNG 1350	Sign to Voice
SLNG 2266	Practicum (or Field Experience) – Sign Language Interpretation and Translation
SLNG 2331	Interpreting III
SLNG 1391	Special Topics in Sign Language Interpreting – Interpreting Seminar

## GENERAL EDUCATION REQUIREMENTS 15 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 50

General Education Requirements: 15

## Total Semester Hours: 65

Students enrolling in this program who plan to transfer to upper-level institutions should consult an advisor regarding transfer requirements and the transferability of these courses. Students must have a minimum grade of "C" in each SLNG/SGNL class. In addition, for the degree, students must complete the General Graduation Requirements as set forth in the TJC Catalog.

An associate degree is required before applying to take the Texas State Board Basic Performance Exam. Applicants also must first pass both a criminal background check and the state board's Test of English Proficiency. Higher levels of certification are available including Court and Medical Certification. (See information on the Texas Health and Human Services Board for the Evaluation of Interpreters website (<http://legacy.hhsc.state.tx.us/dhhs/bei.shtml>)). Candidates wishing to obtain the National Interpreting Certificate must have a minimum of a Bachelor's degree. For information, go to: [www.rid.org](http://www.rid.org).

## Recommended Course Sequence:

SUMMER	CREDIT HOURS
SGNL 1401	Beginning American Sign Language I.....4
ENGL 1301	Composition I .....3
<b>FIRST SEMESTER</b>	
SGNL 1402	Beginning American Sign Language II .....4
ENGL 2332	<b>World Literature I OR.....3</b>
	<b>ENGL 2333 OR</b>
	<b>PHIL 2306 OR</b>
	<b>HUMA 1301</b>
SLNG 1215	Visual/Gestural Communication.....2
SLNG 1321	Introduction to the Interpreting.....3
	Profession
<b>SECOND SEMESTER</b>	
SGNL 2301	Intermediate American Sign Language I.....3
SLNG 1307	Intra-Lingual Skills for Interpreters .....3
SLNG 1211	Fingerspelling and Numbers .....2
PSYC 2314	<b>Lifespan Growth &amp; Development.....3</b>
SPCH 1315	<b>Public Speaking OR.....3</b>
	<b>SPCH 1321</b>
<b>SUMMER</b>	
SGNL 2302	Intermediate American Sign Language II ....3
SLNG 2301	Interpreting I.....3
<b>THIRD SEMESTER</b>	
SLNG 1347	Deaf Culture.....3
SLNG 2302	Interpreting II .....3
SLNG 2303	Transliterating.....3
SLNG 2334	American Sign Language (ASL) V.....3
MATH 1314	<b>College Algebra OR.....3</b>
	<b>MATH 1324 OR</b>
	<b>BIOL 1409</b>
<b>FOURTH SEMESTER</b>	
SLNG 1350	Sign to Voice.....3
SLNG 2266	Practicum (or Field Experience) .....2
	Sign Lang. Interpretation and Translation
SLNG 2331	Interpreting III.....3
SLNG 1391	Special Topics in Sign Lang. Interpreting.....3
	Interpreting Seminar

## Total Semester Hours: 65

Courses titled in **bold type** represent general education courses.

All SGNL and SLNG courses must be passed with a grade of "C" or better to continue on to the next course. Mid-Program Exam: (Taken in SLNG 2301, Interpreting I) Interpreting majors must pass with a "C" or better to continue in the program. Exit Exam: (Taken in SLNG 2266, Practicum) Interpreting majors must pass with a "C" or better to pass Practicum and graduate. Must pass the State or National Board Exams to work as a certified interpreter.

See Catalog descriptions for course prerequisites and co-requisites. Classes are typically offered once per year and in the semester sequence shown per semester.

## SIGN LANGUAGE INTERPRETING

# ASL Skills CERT

Certificate of Proficiency

TSI Reading & Writing Complete

### SUMMER CREDIT HOURS

SGNL 1401	Beginning American Sign Language I .....	4
ENGL 1301	Composition I .....	3

### FIRST SEMESTER

SGNL 1402	Beginning American Sign Language II .....	4
SLNG 1215	Visual/Gestural Communication .....	2
SLNG 1321	Intro. to the Interpreting Profession .....	3

### SECOND SEMESTER

SGNL 2301	Intermediate American Sign Language I .....	3
SLNG 1211	Fingerspelling and Numbers .....	2

### SUMMER

SGNL 2302	Intermediate American Sign Language II .....	3
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### THIRD SEMESTER

SLNG 1347	Deaf Culture .....	3
SLNG 2334	American Sign Language (ASL) V .....	3

**Total Semester Hours: 30**

Courses titled in **bold type** represent general education courses.

All SGNL and SLNG courses must be passed with a grade of "C" or better to continue on to the next course.

## SIGN LANGUAGE INTERPRETING

# Sign Language Advanced Skills-Healthcare ATC

Advanced Technical Certificate

### PREREQUISITE

Associate Degree in Sign Language Interpreting

### FIRST SEMESTER CREDIT HOURS

HPRS 1105	Essentials of Medical Law/Ethics for .....	1
	Health Professionals .....	
HITT 1305	Medical Terminology I .....	3
<b>PSYC 2301</b>	<b>General Psychology</b> .....	<b>3</b>
SLNG 2336	Interpreting IV .....	3

### SECOND SEMESTER

DAAC 1319	Substance Related and Addictive .....	3
	Disorders .....	
<b>PSYC 2314</b>	<b>Lifespan Growth &amp; Development</b> .....	<b>3</b>
SLNG 2340	Interpreting V .....	3

**Total Semester Hours: 19**

Courses titled in **bold type** represent general education courses.

All SGNL and SLNG courses must be passed with a grade of "C" or better to continue on to the next course.

Students must also meet the criterion set forth by the Texas Health and Human Services Board for the Evaluation of Interpreters (<http://legacy.hhsc.state.tx.us/dhhs/bei.shtml>) or the Registry of Interpreters for the Deaf (RID), [www.rid.org](http://www.rid.org).

## SIGN LANGUAGE INTERPRETING

# Sign Language Advanced Skills-Legal ATC

Advanced Technical Certificate

### PREREQUISITE

Associate Degree in Sign Language Interpreting

### FIRST SEMESTER CREDIT HOURS

LGLA 1311	Introduction to Law .....	3
LGLA 1345	Civil Litigation .....	3
SLNG 2311	Interpreting in Specialized Settings .....	3

### SECOND SEMESTER

CRIJ 1306	Court Systems & Practices .....	3
CRIJ 1310	Fundamentals of Criminal Law .....	3
SLNG 1491	Special Topics in Sign Language .....	4

**Total Semester Hours: 19**

All SGNL and SLNG courses must be passed with a grade of "C" or better to continue on to the next course.

Students must also meet the criterion set forth by the Texas Health and Human Services Board for the Evaluation of Interpreters (<http://legacy.hhsc.state.tx.us/dhhs/bei.shtml>) or the Registry of Interpreters for the Deaf (RID), [www.rid.org](http://www.rid.org).

# Social Work

## Social Work AA

Social Work is a special field for those who have a desire to help others.

In our program, we'll teach you how to become a versatile, compassionate leader. Our small class sizes and highly trained faculty will help you with in-depth and informative coursework to develop strong communication skills that will help you guide others.

Upon graduation, you will have completed the first two years of coursework for transfer to a baccalaureate social work degree program. You will also have a great foundation to gain valuable real-world experience in this profession before continuing your educational pathway

Come join us. We'll give you the tools you'll need to help others succeed.

Marketable skills for this award include: building effective relationships, customer service, flexibility/adaptability, problem solving, tactfulness and team work.

### Associate of Arts – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES <sup>Δ</sup> 16 CREDITS

SOCI 1301	Introduction to Sociology* <b>OR</b>
PSYC 2301	General Psychology*
SOCI 1306	Social Problems
SOCW 2361	Introduction to Social Work
SOCW 2362	Social Welfare as a Social Institution
SOCW 2389	Academic Cooperative

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16  
TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

ENGL 1301	Composition I.....	3
EDUC 1300	Learning Framework*** .....	3
HIST 1301	United States History I.....	3
MATH 1342	Elementary Statistical Methods** .....	3
SOCI 1301	Introduction to Sociology* .....	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
xxxx x4xx	Life and Physical Sciences Core.....	4
PSYC 2301	General Psychology* .....	3
SOCW 2361	Introduction to Social Work.....	3

#### THIRD SEMESTER

SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
xxxx x4xx	Life and Physical Sciences Core.....	4
GOVT 2305	Federal Government.....	3
SOCI 1306	Social Problems.....	3
SOCW 2362	Social Welfare as a Social Institution.....	3

#### FOURTH SEMESTER

GOVT 2306	Texas Government .....	3
SOCW 2389	Academic Cooperative.....	3
xxxx x3xx	Lang., Philosophy, and Culture Core.....	3
xxxx x3xx	Creative Arts Core.....	3
xxxx x1xx	Elective.....	1

**Total Semester Hours: 60**

<sup>Δ</sup> Classes chosen in major must be different from courses used for Core requirements.

\*From the core choices both SOCI 1301 and PSYC 2301 are required for the Social Work Degree.

\*\*MATH 1342 is the required Mathematics core course.

\*\*\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

# Sociology

## Sociology AA

Social scientists study all aspects of society—from past events and achievements to human behavior and relationships among groups. A degree in sociology opens up a multitude of opportunities.

Our program will teach you the complexities of human interaction. Small class sizes and highly skilled professors will help you foster your creativity, innovation, critical thinking, analytic problem solving and communication skills for a diverse and multifaceted future.

As a graduate, you will have a foundation for better understanding and engaging with the modern world, as well as the ability to continue with a baccalaureate degree.

Marketable skills for this award include: critical thinking, organizational skills, presentation skills, problem solving, research and team work.

### Associate of Arts – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES <sup>A</sup>

**16 CREDITS**

SOCI 1306	Social Problems
SOCI 2301	Marriage and Family
SOCI 2319	Minority Studies
SOCI 2340	Drug Use and Abuse

Select one:

PSYC 2301	General Psychology <b>OR</b>
PSYC 2319	Social Psychology <b>OR</b>
SOCI 2389	Academic Cooperative

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

#### TJC CORE CURRICULUM

**44 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16

TJC Core Curriculum: 44

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

EDUC 1300	Learning Framework**	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1342	Elementary Statistical Methods*	3
SOCI 1301	Introduction to Sociology*	3

#### SECOND SEMESTER

ENGL 1302	Composition II <b>OR</b> ENGL 2311	3
HIST 1302	United States History II <b>OR</b> HIST 2301	3
xxxx x4xx	Life and Physical Sciences Core	4
SOCI 1306	Social Problems	3

#### THIRD SEMESTER

SPCH 1315	Public Speaking <b>OR</b> SPCH 1321	3
xxxx x3xx	Lang., Philosophy, and Culture Core	3
xxxx x4xx	Life and Physical Sciences Core	4
GOVT 2305	Federal Government	3
SOCI 2301	Marriage and Family	3

#### FOURTH SEMESTER

GOVT 2306	Texas Government	3
SOCI 2319	Minority Studies	3
SOCI 2340	Drug Use and Abuse	3
xxxx x3xx	Major Elective	3
xxxx x3xx	Creative Arts Core	3
xxxx x1xx	Elective	1

**Total Semester Hours: 60**

<sup>A</sup> Classes chosen in major must be different from courses used for Core requirements.

\*From the core choices, SOCI 1301 and MATH 1342 are required.

\*\*Recommended Core Curriculum course. Other Core Curriculum courses may satisfy this requirement.

# Surgical Technology

## **Surgical Technology, Associate of Applied Science**

Surgical Technology is an exciting field where you work as part of the surgical team under the supervision of a surgeon to facilitate the safe and effective conduct of surgical procedures. You will be responsible for preoperative, intraoperative, and postoperative duties that include preparing the operating room, creating and maintaining the sterile field, counting the necessary instruments, exposing the operative site with sterile drapes, specimen care, passing instrumentation and supplies to the surgeon, dressing application, and removal of used instruments from the O.R.

While most surgical technologists are employed in hospital surgery departments, obstetric departments, and ambulatory care centers, there are options for experienced surgical technologists in specialized areas.

Our surgical technology program includes both theory and practical clinical experience designed to prepare you to pass the national certification examination for surgical technologists and provide services in the surgical area under the supervision of the surgical supervisor.

Students are required to take the National Exam given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) before or directly after graduation. Those who pass this exam become Certified Surgical Technologists (CST). Additionally, you can pursue a baccalaureate degree as well.

Enrollment in the program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog* or at [www.tjc.edu/surgicaltechnology](http://www.tjc.edu/surgicaltechnology).

Marketable skills for this award include: critical thinking, detail-oriented, initiative, multi-tasking, organizational skills and team work.

## SURGICAL TECHNOLOGY

# Surgical Technology AAS

Associate of Applied Science

TSI Reading & Writing Complete

### MAJOR COURSES

30 CREDITS

HITT 1305	Medical Terminology I*
SRGT 1405	Introduction to Surgical Technology
SRGT 1409	Fundamentals of Perioperative Concepts and Techniques
SRGT 1541	Surgical Procedures I
SRGT 1266	Practicum (or Field Experience) – Surgical Technology/Technologist
SRGT 1542	Surgical Procedures II
SRGT 1244	Technological Sciences for the Surgical Technologist
SRGT 2130	Professional Readiness
SRGT 2466	Practicum (or Field Experience) – Surgical Technology/Technologist

### GENERAL EDUCATION REQUIREMENTS

30 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 30

General Education Requirements: 30

**Total Semester Hours: 60**

### Course Sequence:

#### SUMMER I

CREDIT HOURS

BIOL 2401	Anatomy & Physiology I .....	4
ENGL 1301	Composition I .....	3

#### FIRST SEMESTER

BIOL 2402	Anatomy & Physiology II .....	4
PSYC 2314	Lifespan Growth & Development .....	3
HITT 1305	Medical Terminology I* .....	3
SOCI 1301	Introduction to Sociology OR .....	3
	SOCI 1306	

#### SECOND SEMESTER

SPCH 1315	Public Speaking OR .....	3
	SPCH 1311 OR	
	SPCH 1318 OR	
	SPCH 1321	
BIOL 2420	Microbiology for Non-Science Majors .....	4
PSYC 2301	General Psychology .....	3

#### THIRD SEMESTER

SRGT 1405	Introduction to Surgical Technology .....	4
SRGT 1409	Fundamentals of Perioperative .....	4
	Concepts and Techniques	
SRGT 1541	Surgical Procedures I .....	5
SRGT 1266	Practicum (or Field Experience) .....	2
	Surgical Technology/Technologist	

#### FOURTH SEMESTER

SRGT 1542	Surgical Procedures II .....	5
SRGT 1244	Technological Sciences for the Surg. Tech. ..	2
SRGT 2130	Professional Readiness .....	1
SRGT 2466	Practicum (or Field Experience) .....	4
	Surgical Technology/Technologist	
xxxx x3xx	Lang., Philosophy and Culture Core OR ....	3
	Creative Arts Core	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses and may be taken prior to acceptance into the program.

**\*HITT 1305 is recommended to be taken prior to acceptance into the program.**

All SRGT courses must be completed in sequence and completed with a minimum of "C" (75%) in all SRGT courses.

Any student who has withdrawn from the program after successfully completing the first semester may re-enter the program by passing with a 75 percent or better on the most current final examination for each course completed prior to withdrawal and successfully completing a demonstration of the first semester competencies. Readmission to the program is dependent upon available space.

[Selective admissions](#) and retention rules apply. Contact the department chair for details.

# Surveying and Geomatics Technology

## **Surveying and Geomatics Technology, Associate of Applied Science**

The Surveying and Geomatics Technology Associate of Applied Science program teaches the basic elements of surveying required of a surveying technician (field and office), as well as part of the formal training required for professional license.

Our program emphasizes boundary surveying and includes history of the Texas land system; evaluating property corners; measuring boundaries; describing land by metes and bounds; calculating land areas; the creation of 'record sketches', 'deed sketches', and 'results of surveying maps'; and use of the Texas Coordinate System. You will also study mapping, route surveying, control surveying, geodetic surveying, the Global Positioning System (GPS), geographic information systems (GIS) and computer-aided drafting/design (CADD).

After successful completion of our two-year program, you will earn the Associate of Applied Science degree. Graduates can enter the workforce as well-trained surveying technicians or can transfer to a four-year program in surveying such as the one conducted at the University of Texas – Tyler to earn a bachelor's degree. (To become a registered professional land surveyor a bachelor's degree in the field is strongly encouraged and expedites the qualification process.)

Marketable skills for this award include: analytical/quantitative skills, interpersonal skills, mathematics, problem solving, team work and time management.

## **Surveying and Geomatics Technology, Certificate of Proficiency**

Our Surveying and Geomatics Technology certificate program teaches the basic elements of surveying required of a land surveyor as well as part of the formal training required for professional license.

Our highly qualified staff emphasize boundary surveying. This includes history related to the Texas land system; evaluating property corners; measuring boundaries; describing land by metes and bounds; calculating land areas; the creation of 'record sketches', 'deed sketches', and 'results of surveying maps'; and use of the Texas Coordinate System. Mapping, route surveying, control surveying, geodetic surveying, the Global Positioning System (GPS), and computer-aided drafting/design (CADD) are also studied.

A one-year certificate of proficiency is available to students completing certain designated courses. Graduates can enter the workforce as well-trained surveying technicians.

*Note: It is recommended the Certificate Program be used by persons already awarded a degree who are seeking Texas Board of Professional Engineering and Land Surveying (TBPELS) registration requirements.*

Marketable skills for this award include: mathematics, problem solving, team work and time management.

# Surveying and Geomatics Technology AAS

Associate of Applied Science

TSI Complete

**MAJOR COURSES****42 CREDITS**

SRVY 1301	Introduction to Surveying
SRVY 1309	Surveying Measurement
DFTG 1309	Basic Computer-Aided Drafting
SRVY 1341	Land Surveying
SRVY 1335	Land Surveying Applications
SRVY 2309	Computer Aided Mapping
SRVY 1319	Introduction to Geographic Information Systems
SRVY 2331	Geodetic Surveying and Mapping
SRVY 2335	Geodetic Surveying and Mapping Applications
SRVY 2344	Surveying – Legal Principles II
SRVY 2339	Engineering Design Surveying
SRVY 1391	Special Topics in Surveying
SRVY 2343	Surveying – Legal Principles I
SRVY 2386	Internship – Surveying Technology

**GENERAL EDUCATION REQUIREMENTS 18 CREDITS**

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 42

General Education Requirements: 18

**Total Semester Hours: 60****Recommended Course Sequence:****FIRST SEMESTER****CREDIT HOURS**

SRVY 1301	Introduction to Surveying.....	3
SRVY 1309	Surveying Measurement.....	3
DFTG 1309	Basic Computer-Aided Drafting.....	3
<b>ENGL 1301</b>	<b>Composition I.....</b>	<b>3</b>
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication OR ..</b>	<b>3</b>
	<b>SPCH 1315</b>	

**SECOND SEMESTER**

<b>EDUC 1300</b>	<b>Learning Framework OR .....</b>	<b>3</b>
	<b>Social and Behavioral Sciences Core</b>	
SRVY 1341	Land Surveying.....	3
SRVY 1335	Land Surveying Applications.....	3
SRVY 2309	Computer Aided Mapping .....	3
<b>MATH 1314</b>	<b>College Algebra.....</b>	<b>3</b>

**THIRD SEMESTER**

SRVY 1319	Introduction to Geographic Information ....	3
	Systems	
SRVY 2331	Geodetic Surveying and Mapping.....	3
SRVY 2335	Geodetic Surveying and Mapping.....	3
	Applications	
SRVY 2344	Surveying – Legal Principles II.....	3
<b>MATH 1316</b>	<b>Plane Trigonometry .....</b>	<b>3</b>

**FOURTH SEMESTER**

SRVY 2339	Engineering Design Surveying .....	3
SRVY 1391	Special Topics in Surveying .....	3
SRVY 2343	Surveying – Legal Principles I .....	3
SRVY 2386	Internship – Surveying Technology.....	3
xxxx x3xx	<b>Lang., Philosophy and Culture Core OR ....</b>	<b>3</b>
	<b>Creative Arts Core</b>	

**Total Semester Hours: 60**Courses titled in **bold type** represent general education courses.



## SURVEYING AND GEOMATICS TECHNOLOGY

# Surveying and Geomatics Technology CERT

Certificate of Proficiency

TSI Exempt

### FIRST SEMESTER

### CREDIT HOURS

SRVY 1301	Introduction to Surveying .....	3
SRVY 1309	Surveying Measurement.....	3
DFTG 1309	Basic Computer-Aided Drafting .....	3
SRVY 2331	Geodetic Surveying and Mapping.....	3
SRVY 2335	Geodetic Surveying and Mapping.....	3
	Applications	
SRVY 2344	Surveying – Legal Principles II .....	3

### SECOND SEMESTER

SRVY 1341	Land Surveying .....	3
SRVY 1335	Land Surveying Applications .....	3
SRVY 2309	Computer Aided Mapping .....	3
SRVY 2339	Engineering Design Surveying.....	3
SRVY 1391	Special Topics in Surveying.....	3
SRVY 2343	Surveying – Legal Principles I .....	3

**Total Semester Hours: 36**

# Theatre

## Theatre AA

At TJC, we offer an action-packed two-year theatre program designed to provide you with multiple performance and technical opportunities.

Our program helps you hone your craft and learn significant acting techniques while participating in an exhilarating and stimulating, creative program. With small class sizes and talented professors, you will learn a diverse range of techniques and skills that will aptly prepare you for continuing your education in any four-year theatre or liberal arts program.

In our program you can earn your degree and have fun at the same time!

Marketable skills for this award include: building effective relationships, creativity, flexibility/adaptability, meeting deadlines, presentation skills and team work.

### Associate of Arts – (Includes Field of Study Courses)

#### TSI Complete

#### MAJOR COURSES

**22 CREDITS**

DRAM 1351	Acting I
DRAM 1330	Stagecraft I
DRAM 2355	Script Analysis
DRAM 1120	Theater Practicum I
DRAM 1121	Theater Practicum II
DRAM 2120	Theater Practicum III
DRAM 1121	Theater Practicum IV

Select three:

DRAM 1322	Stage Movement <b>OR</b>
DRAM 1341	Stage Makeup <b>OR</b>
DRAM 1342	Costume Technology <b>OR</b>
DRAM 1352	Acting II <b>OR</b>
DRAM 2331	Stagecraft II <b>OR</b>
DRAM 2335	Theater Design <b>OR</b>
DRAM 2336	Voice for the Actor <b>OR</b>
DRAM 2361	History of the Theater I <b>OR</b>
DRAM 2362	History of the Theater II

#### TJC CORE CURRICULUM

**38 CREDITS**

In addition to the Major Courses, the student is required to take 44 credit hours from the [TJC Core Curriculum](#). These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 22

TJC Core Curriculum: 38

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

HIST 1301	United States History I.....	3
MATH xxxx	Mathematics Core .....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
DRAM 1351	Acting I .....	3
DRAM 1120	Theater Practicum I.....	1

#### SECOND SEMESTER

ENGL 1301	Composition I.....	3
HIST 1302	United States History II <b>OR</b> .....	3
	HIST 2301	
xxxx x3xx	Creative Arts Core.....	3
DRAM 1330	Stagecraft I.....	3
DRAM x3xx	Drama Elective.....	3
DRAM 1121	Theater Practicum II .....	1

#### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
xxxx x4xx	Life and Physical Sciences Core.....	4
DRAM 2355	Script Analysis .....	3
DRAM x3xx	Drama Elective.....	3
DRAM 2120	Theater Practicum III.....	1

#### FOURTH SEMESTER

GOVT 2306	Texas Government .....	3
xxxx x3xx	Social and Behavioral Sciences Core .....	3
ENGL 1302	Composition II <b>OR</b> .....	3
	ENGL 2311	
SPCH 1315	Public Speaking <b>OR</b> .....	3
	SPCH 1321	
DRAM x3xx	Drama Elective.....	3
DRAM 2121	Theater Practicum IV.....	1

**Total Semester Hours: 60**

# Veterinary Technician

## Veterinary Technician AAS

Our two-year veterinary technician associate of applied science degree provides you with the information, skills and experience you will need for a fulfilling career in companion animal medicine, clinical practice, agriculture, public health, wildlife/zoo medicine or biomedical research.

Upon successful completion of the veterinary technician curriculum the candidate can take both the Veterinary Technician National Exam and a Texas jurisprudence exam to become a licensed veterinary technician in Texas.

Enrollment in this program is limited. See the [Selective Admissions](#) requirements in the Admission section of this *Catalog*.

Marketable skills for this award include: analytical/quantitative skills, building effective relationships, computer skills + typing, critical thinking, customer service, detail-oriented, flexibility/adaptability, initiative, interpersonal skills, leadership, listener, mathematics, meeting deadlines, multi-tasking, organizational skills, positive disposition, presentation skills, problem solving, self-starter, strong work ethic, supervisory skills, tactfulness, team work, technical skills, time management and verbal communication skills.

## VETERINARY TECHNICIAN

# Veterinary Technician AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES

44 CREDITS

VTHT 1301	Introduction to Veterinary Technology
VTHT 1205	Veterinary Medical Terminology
VTHT 1317	Veterinary Office Management
VTHT 1413	Veterinary Anatomy and Physiology
VTHT 2321	Veterinary Parasitology
VTHT 2301	Canine and Feline Clinical Management
VTHT 2213	Lab Animal Clinical Management
VTHT 1125	Pharmacological Calculations
VTHT 1345	Veterinary Radiology
VTHT 1349	Veterinary Pharmacology
VTHT 2323	Veterinary Clinical Pathology I
VTHT 1441	Anesthesia and Surgical Assistance
VTHT 2425	Large Animal Assisting Techniques
VTHT 1209	Veterinary Nutrition
VTHT 2460	Clinical – Veterinary/Animal Health Technology/Technician and Veterinary Assistant

### GENERAL EDUCATION REQUIREMENTS 16 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 44

General Education Requirements: 16

**Total Semester Hours: 60**

### Course Sequence:

#### FIRST SEMESTER

#### CREDIT HOURS

VTHT 1301	Introduction to Veterinary Technology .....	3
VTHT 1205	Veterinary Medical Terminology .....	2
VTHT 1317	Veterinary Office Management .....	3
<b>CHEM 1406</b>	<b>Introductory Chemistry I .....</b>	<b>4</b>
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication OR ..3</b>	
	<b>SPCH 1315</b>	

#### SECOND SEMESTER

VTHT 1413	Veterinary Anatomy and Physiology .....	4
VTHT 2321	Veterinary Parasitology .....	3
VTHT 2301	Canine and Feline Clinical Management .....	3
VTHT 2213	Lab Animal Clinical Management .....	2
<b>MATH 1332</b>	<b>Contemporary Mathematics OR .....</b>	<b>3</b>
	<b>MATH 1342 OR</b>	
	<b>MATH 1314</b>	

#### SUMMER I

<b>PSYC 2301</b>	<b>General Psychology .....</b>	<b>3</b>
VTHT 1125	Pharmacological Calculations .....	1

#### SUMMER II

<b>PHIL 2306</b>	<b>Introduction to Ethics OR .....</b>	<b>3</b>
	<b>MUSI 1306 OR</b>	
	<b>ARTS 1301</b>	

#### THIRD SEMESTER

VTHT 1345	Veterinary Radiology .....	3
VTHT 1349	Veterinary Pharmacology .....	3
VTHT 2323	Veterinary Clinical Pathology I .....	3
VTHT 1441	Anesthesia and Surgical Assistance .....	4

#### FOURTH SEMESTER

VTHT 2425	Large Animal Assisting Techniques .....	4
VTHT 1209	Veterinary Nutrition .....	2
VTHT 2460	Clinical – Veterinary/Animal Health .....	4
	Technology/Technician and Veterinary Assistant	

**Total Semester Hours: 60**

Courses titled in **bold type** represent general education requirements.

NOTE: Courses with the VTHT prefix must be taken in sequence. A grade of "C" or better is required to advance to the next course in the sequence.

# Visual Communications

## **Visual Communications, Associate of Applied Science**

The Visual Communications program is an excellent career choice for those who are creative and like to think outside of the box. We offer you extensive training in everything from graphic design to photography.

Let our expert professors teach you how to use industry-specific software to create quality products, as well as techniques used heavily in the industry. Class sizes are small, which makes for a close-knit atmosphere and allows you to really absorb training, all while building a substantial portfolio for the job market.

Upon graduation, you will be prepared to seek entry-level employment as a digital media designer, visual designer, web and app designer, advertising designer, computer artist, freelance designer, graphic designer, or photographer.

Let your creativity soar and join the TJC Visual Communications program today.

Marketable skills for this award include: computer skills+ typing, creativity, detail-oriented, friendly/outgoing, meeting deadlines and technical skills.

## **Visual Communications: Graphic Design, Certificate of Proficiency**

The Graphic Design certificate program offers in-depth, hands-on training. By participating in the certificate of proficiency program, you will receive firsthand knowledge and skills on how to obtain and sustain a career as a graphic designer and/or visual designer.

You will combine technical expertise with artistic ability to turn abstract ideas into unique projects. Class sizes are small, which makes for a close-knit atmosphere and allows you to really absorb training.

Use the latest technology and programs to create, edit and produce quality products all while building your portfolio for the job market in the process.

Marketable skills for this award include: creativity, listener, meeting deadlines and technical skills.

## **Visual Communications: Photography, Certificate of Proficiency**

By participating in the certificate of proficiency program, you will receive firsthand knowledge and skills on how to obtain and sustain a career as a photographer, photojournalist or other photographic related pathway professional.

At TJC we teach you more than just taking pictures; you learn how to capture moments. Class sizes are small, which makes for a close-knit atmosphere and allows students to really absorb training.

Our photography certificate program offers excellent, expert knowledge at a minimal cost, making it a great investment for your future.

Marketable skills for this award include: creativity, customer service, meeting deadlines and technical skills.

## VISUAL COMMUNICATIONS

# Visual Communications AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES 45 CREDITS

PHTC 1311	Fundamentals of Photography
ARTC 1305	Basic Graphic Design
ARTC 1313	Digital Publishing I
ARTC 1327	Typography
ARTC 1302	Digital Imaging I
PHTC 1345	Illustrative Photography I
ARTC 2348	Digital Publishing III
GRPH 1359	Vector Graphics for Production
IMED 1301	Introduction to Digital Media
ARTC 2305	Digital Imaging II
IMED 1345	Interactive Digital Media I
IMED 1316	Web Design I
ARTC 1359	Visual Design for New Media
IMED 2311	Portfolio Development
IMED 2315	Web Design II

### GENERAL EDUCATION REQUIREMENTS 15 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

PHTC 1311	Fundamentals of Photography .....	3
ARTC 1305	Basic Graphic Design .....	3
ARTC 1313	Digital Publishing I .....	3
ARTC 1327	Typography .....	3
<b>COMM 1307</b>	<b>Introduction to Mass Communication.....</b>	<b>3</b>

#### SECOND SEMESTER

ARTC 1302	Digital Imaging I .....	3
PHTC 1345	Illustrative Photography I .....	3
ARTC 2348	Digital Publishing III .....	3
GRPH 1359	Vector Graphics for Production .....	3
IMED 1301	Introduction to Digital Media.....	3

#### THIRD SEMESTER

ARTC 2305	Digital Imaging II.....	3
IMED 1345	Interactive Digital Media I .....	3
IMED 1316	Web Design I .....	3
<b>ENGL 1301</b>	<b>Composition I .....</b>	<b>3</b>
<b>MATH x3xx</b>	<b>Mathematics Core.....</b>	<b>3</b>

#### FOURTH SEMESTER

ARTC 1359	Visual Design for New Media .....	3
IMED 2311	Portfolio Development .....	3
IMED 2315	Web Design II .....	3
<b>xxxx.x3xx</b>	<b>Lang., Philosophy and Culture Core OR ...</b>	<b>3</b>
	<b>Creative Arts Core</b>	
<b>SPCH 1321</b>	<b>Bus. &amp; Professional Communication.....</b>	<b>3</b>

**Total Semester Hours: 60**

*Courses titled in bold type represent general education courses.*

## VISUAL COMMUNICATIONS

# Visual Communications: Graphic Design CERT

Certificate of Proficiency

TSI Reading & Writing Complete

FIRST SEMESTER		CREDIT HOURS
ARTC 1305	Basic Graphic Design.....	3
ARTC 1313	Digital Publishing I.....	3
ARTC 1327	Typography .....	3
IMED 1301	Introduction to Digital Media .....	3
SECOND SEMESTER		
ARTC 2348	Digital Publishing III.....	3
GRPH 1359	Vector Graphics for Production.....	3
ARTC 1302	Digital Imaging I.....	3
ARTC 1359	Visual Design for New Media.....	3
THIRD SEMESTER		
IMED 1345	Interactive Digital Media I.....	3
IMED 1316	Web Design I .....	3
ARTC 2305	Digital Imaging II .....	3

**Total Semester Hours: 33**

## VISUAL COMMUNICATIONS

# Visual Communications: Photography CERT

Certificate of Proficiency

TSI Reading & Writing Complete

FIRST SEMESTER		CREDIT HOURS
PHTC 1311	Fundamentals of Photography .....	3
ARTC 1313	Digital Publishing I.....	3
IMED 1301	Introduction to Digital Media.....	3
SECOND SEMESTER		
GRPH 1359	Vector Graphics for Production .....	3
ARTC 1302	Digital Imaging I.....	3
ARTC 1359	Visual Design for New Media .....	3
PHTC 1345	Illustrative Photography I.....	3
THIRD SEMESTER		
IMED 1345	Interactive Digital Media I.....	3
IMED 1316	Web Design I.....	3
ARTC 2305	Digital Imaging II.....	3

**Total Semester Hours: 30**

# Welding Technology

## **Welding Technology, Associate of Applied Science**

If you like working with your hands, a career in welding technology may be just right for you. Earn your Associate of Applied Science degree through our Welding Technology program and join an industry that is in demand and has a great outlook for the future.

Our hands-on teaching methods and state-of-the-art lab allow you to get your hands dirty and really experience what welding is like. You will get acclimated to the tools used in the industry, safety procedures and the latest welding techniques. The experience you will gain with our program is as close as you can get to the real thing. The program is designed to qualify the student for entry-level code welding for industry.

Join the Welding Technology program and let us ignite what could be a lucrative future for you.

Marketable skills for this award include: flexibility/adaptability, problem solving, self-starter, team work, technical skills and reading prints/welding symbols.

## **Welding Technology: Entry Level Option, Certificate of Proficiency**

Welders join metal parts using heat and/or pressure to form a permanent bond. Our entry-level certificate of proficiency in Welding Technology provides you with a fast track to using the skills you learn in the real world.

Our highly qualified professors will teach you hands-on using the equipment and safety practices for several different welding processes. Additionally, you will learn blueprint reading as well as layout and fabrication skills.

Come take your first step to a new career.

Marketable skills for this award include: detail-oriented, technical skills, time management and reading prints/welding symbols.

## **Welding Technology: Advanced Level Option, Certificate of Proficiency**

Take your welding skills to the next level with our advanced level certificate of proficiency.

Our program is designed to train you in the fundamentals of higher-level welding skills. Our top-notch professors will introduce you to pipe welding and also teach you gas tungsten arc welding (GTAW). These skills, along with our instruction in Welding Codes, will give you a step up on your workforce peers.

The advanced level certificate is perfect for students who are wanting to further their welding careers. The program is designed to qualify the student for entry-level code welding for industry.

Marketable skills for this award include: critical thinking, problem solving, self-starter and technical skills.



## WELDING TECHNOLOGY

# Welding Technology AAS

Associate of Applied Science

TSI Complete

### MAJOR COURSES 45 CREDITS

WLDG 1204	Fundamentals of Oxy-Fuel Welding and Cutting
WLDG 1313	Introduction to Blueprint Reading for Welders
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1317	Introduction to Layout and Fabrication
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)
WLDG 1312	Introduction to Flux Cored Arc Welding (FCAW)
WLDG 1435	Introduction to Pipe Welding
WLDG 2453	Advanced Pipe Welding
ITSC 1309	Integrated Software Applications I
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)
WLDG 1327	Welding Codes and Standards

### GENERAL EDUCATION REQUIREMENTS 15 CREDITS

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45

General Education Requirements: 15

**Total Semester Hours: 60**

### Recommended Course Sequence:

#### FIRST SEMESTER CREDIT HOURS

WLDG 1204	Fundamentals of Oxy-Fuel Welding and Cutting	2
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
ENGL 1301	Composition I	3

#### SECOND SEMESTER

WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1317	Introduction to Layout and Fabrication	3
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
MATH 1314	College Algebra OR	3
	MATH 1316 OR	
	MATH 1324 OR	
	MATH 1332	

#### SUMMER I

WLDG 1312	Introduction to Flux Cored Arc Welding (FCAW)	3
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#### THIRD SEMESTER

WLDG 1435	Introduction to Pipe Welding	4
WLDG 2453	Advanced Pipe Welding	4
ITSC 1309	Integrated Software Applications I	3
SPCH 1321	Bus. & Professional Communication OR	3
	SPCH 1315	

#### FOURTH SEMESTER

WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
PHIL 2306	Introduction to Ethics	3
xxxx x3xx	Social and Behavioral Sciences Core	3

#### SUMMER I

WLDG 1327	Welding Codes and Standards	3
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**Total Semester Hours: 60**

Courses titled in **bold type** represent general education courses.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the program.

All new students are required to attend welding orientation.

All required major courses must be completed with a "C" or better.

## WELDING TECHNOLOGY

# Welding Technology: Entry Level Option CERT

Certificate of Proficiency

TSI Exempt

### FIRST SEMESTER CREDIT HOURS

WLDG 1204	Fundamentals of Oxy-Fuel Welding..... 2 and Cutting
WLDG 1313	Introduction to Blueprint Reading ..... 3 for Welders
WLDG 1428	Introduction to Shielded Metal Arc ..... 4 Welding (SMAW)

### SECOND SEMESTER

WLDG 2443	Advanced Shielded Metal Arc Welding..... 4 (SMAW)
WLDG 1317	Introduction to Layout and Fabrication ..... 3
WLDG 1430	Introduction to Gas Metal Arc Welding ..... 4 (GMAW)

### SUMMER I

WLDG 1312	Introduction to Flux Cored Arc Welding .... 3 (FCAW)
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**Total Semester Hours: 23**

*NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.*

*NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the program.*

*All new students are required to attend welding orientation.*

*All required WLDG courses must be completed with a "C" or better.*

## WELDING TECHNOLOGY

# Welding Technology: Advanced Level Option CERT

Certificate of Proficiency

TSI Exempt

### PREREQUISITES CREDIT HOURS

WLDG 1204	Fundamentals of Oxy-Fuel Welding ..... 2 and Cutting
WLDG 1428	Introduction to Shielded Metal Arc ..... 4 Welding (SMAW)
WLDG 2443	Advanced Shielded Metal Arc Welding ..... 4 (SMAW)

### FIRST SEMESTER

WLDG 1435	Introduction to Pipe Welding ..... 4
WLDG 2453	Advanced Pipe Welding ..... 4

### SECOND SEMESTER

WLDG 1434	Introduction to Gas Tungsten Arc ..... 4 Welding (GTAW)
WLDG 2451	Advanced Gas Tungsten Arc Welding ..... 4 (GTAW)

### SUMMER I

WLDG 1327	Welding Codes and Standards ..... 3
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**Total Semester Hours: 29**

*NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.*

*NOTE: Applicants must meet the admission requirements for TJC and take the Bennett Mechanical Comprehension Test. Bennett test scores will not be used to exclude a student from enrollment in the program.*

*All new students are required to attend welding orientation.*

*All required WLDG courses must be completed with a "C" or better.*

# Course Descriptions

## About the Course Description

- **TJC course numbers are based on the [Texas Common Course Numbering System \(TCCNS\)](#).**  
The four-letter prefix (for example, ACCT) identifies the subject area.  
The course number is based on the following TCCNS guidelines:
  - 1<sup>st</sup> digit: Identifies level
    - 0 – Developmental
    - 1 – Freshman
    - 2 – Sophomore
  - 2<sup>nd</sup> digit: Identifies credit hour value
  - 3<sup>rd</sup> digit: Establishes course sequence
  - 4<sup>th</sup> digit: Establishes course sequence
- **The information in parentheses represents TJC's course structure.**
  - The first set of parentheses contains contact hours. For example, (2-4) represents 2 hours of lecture per week and 4 hours of lab or external learning experience.
  - The second set of parentheses contains credit hours. For example, (3 credits) indicates that a student will receive 3 semester credit hours upon successful completion of the course.
- **Course content and learning outcomes are based on [Texas Higher Education Coordinating Board](#) guidelines.**
  - ¶ For more information on Professional and Technical courses, refer to the [Workforce Education Course Manual](#).
  - ¶ For more information on Academic Transfer courses, refer to the [Academic Course Guide Manual](#).
- **Types of Course Fees (fees are subject to change):**
  - Distance Education Fee: A \$10 per SCH (Semester Credit Hour) fee charged for covering the cost of software and equipment for online and hybrid course sections.
  - Course/Lab/Insurance Fees: Additional charges, approved by the Tyler Junior College Board of Trustees, for specific courses that have demonstrably higher costs of delivering instruction because of the need for special equipment, supplies, use of facilities, technology, software, field trips, testing costs, or lessons required by the course.

## (ACCT) Accounting<sup>¶</sup>

### **ACCT 2301 Principles of Financial Accounting**

(2-4) (3 credits)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

*Course Content Access Fee \$106 Lab Fee \$60*

### **ACCT 2302 Principles of Managerial Accounting**

(2-4) (3 credits)

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

**Prerequisite:** ACCT 2301 with a grade of "C" or better  
*Course Content Access Fee \$106 Lab Fee \$60*

## (ACNT) Accounting Technician<sup>o</sup>

### **ACNT 1303 Introduction to Accounting I**

(3-0) (3 credits)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

Course Content Access Fee \$143

### **ACNT 1304 Introduction to Accounting II**

(3-0) (3 credits)

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

**Prerequisite:** ACNT 1303 with a grade of "C" or better

### **ACNT 1311 Introduction to Computerized Accounting**

(2-2) (3 credits)

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

**Prerequisite:** ACNT 1303 with a grade of "C" or better

Lab Fee \$60

### **ACNT 1329 Payroll and Business Tax Accounting**

(2-2) (3 credits)

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. This course is offered in the Spring only.

**Prerequisite:** ACNT 1303 with a grade of "C" or better

Lab Fee \$60

### **ACNT 2311 Managerial Accounting**

(3-0) (3 credits)

Practical applications of accounting with emphasis on cost behavior, capital management decisions, budgeting, and financial statement analysis.

**Prerequisite:** ACNT 1303 or ACCT 2301 with a grade of "C" or better

Course Content Access Fee \$143

## (ANTH) Anthropology<sup>o</sup>

### **ANTH 2301 Physical Anthropology**

(3-0) (3 credits)

The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline.

### **ANTH 2302 Introduction to Archeology**

(3-0) (3 credits)

The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence

of complex societies, and ethics in the discipline.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

### **ANTH 2346 General Anthropology**

(3-0) (3 credits)

The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.

### **ANTH 2351 Cultural Anthropology**

(3-0) (3 credits)

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

### **ANTH 2389 Academic Cooperative**

(2-4) (3 credits)

An instructional program designed to integrate on-campus study with practical hands-on experience in anthropology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

Lab Fee \$80

## (ARCE) Architectural Design<sup>o</sup>

### **ARCE 1452 Structural Drafting**

(3-3) (4 credits)

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

**Prerequisite:** DFTG 1409 or ENGR 1304 with a grade of "C" or better.

Lab Fee \$112

## (ARTC) Graphic Design, Commercial Art and Illustration<sup>o</sup>

### **ARTC 1302 Digital Imaging I**

(2-4) (3 credits)

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image acquisitions.

Course Fee \$30 Lab Fee \$84

### **ARTC 1305 Basic Graphic Design**

(3-0) (3 credits)

Graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles. Course Fee \$30

**ARTC 1313      Digital Publishing I**

(2-4) (3 credits)

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

Course Fee \$30    Lab Fee \$84

**ARTC 1321      Illustration Techniques I**

(2-4) (3 credits)

A study of illustration techniques in various media. Emphasis on creative interpretation and the discipline of draftsmanship for visual communication of ideas.

Course Fee \$30    Lab Fee \$84

**ARTC 1327      Typography**

(3-0) (3 credits)

A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

Course Fee \$30

**ARTC 1359      Visual Design for New Media**

(2-4) (3 credits)

Visual design elements as they relate to new media. Emphasizes aesthetics and visual problem solving such as typographic issues, color management, hierarchy of information, image optimization, and effective layout.

**Prerequisite:** IMED 1301 with a grade of "C" or better

Course Fee \$30    Lab Fee \$84

**ARTC 2301      Illustration Techniques II**

(2-4) (3 credits)

Advanced study of illustration media and techniques using digital and/or traditional tools. Emphasis on conceptualization and composition.

**Prerequisite:** ARTC 1321 with a grade of "C" or better

Course Fee \$30    Lab Fee \$84

**ARTC 2305      Digital Imaging II**

(2-4) (3 credits)

Principles of digital image processing and digital painting. Emphasis on raster-based imaging and the creative aspects of electronic illustration for commercial or fine art applications.

**Prerequisite:** ARTC 1302 with a grade of "C" or better

Course Fee \$30    Lab Fee \$84

**ARTC 2348      Digital Publishing III**

(2-4) (3 credits)

A project-based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. This course is offered in the Spring only.

**Prerequisite:** ARTC 1305 with a grade of "C" or better or concurrent enrollment

Course Fee \$30    Lab Fee \$84

## (ARTS) Art<sup>◇</sup>

**ARTS 1301      Art Appreciation**

(3-0) (3 credits)

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

**ARTS 1303      Art History I**

(3-0) (3 credits)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

**ARTS 1304      Art History II**

(3-0) (3 credits)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

**ARTS 1311      Design I**

(3-3) (3 credits)

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

Lab Fee \$60

**ARTS 1312      Design II**

(3-3) (3 credits)

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

Lab Fee \$60

**ARTS 1316      Drawing I**

(3-3) (3 credits)

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

Lab Fee \$60

**ARTS 1317      Drawing II**

(3-3) (3 credits)

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

Lab Fee \$60

**ARTS 2316      Painting I**

(3-3) (3 credits)

Studio art course that introduces the fundamental principles, materials and techniques of painting.

Lab Fee \$60

**ARTS 2317      Painting II**

(3-3) (3 credits)

Studio art course that furthers the study of the principles, materials and techniques of painting

Lab Fee \$60

**ARTS 2323      Life Drawing**

(3-3) (3 credits)

Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing.

Lab Fee \$60

**ARTS 2326      Sculpture**

(3-3) (3 credits)

A studio art course that introduces the materials, processes and issues pertaining to the making of three-dimensional objects and environments. The course explores the use of varied materials and techniques along with the formal and conceptual principles that form the basis of contemporary sculpture.

Lab Fee \$60

**ARTS 2333      Printmaking**

(3-3) (3 credits)

A studio art course that introduces the materials, processes and concepts pertaining to traditional and contemporary printmaking. The course explores the use of varied tools and techniques along with the formal and conceptual principles to create editioned and unique works.

Lab Fee \$60

**ARTS 2346      Ceramics I**

(3-3) (3 credits)

A studio art course that introduces basic building, throwing and other techniques as it relates to the design and production of ceramic sculpture and pottery.

Lab Fee \$60

**ARTS 2347      Ceramics II**

(3-3) (3 credits)

A studio art course that furthers the study of building, throwing and other techniques as it relates to the design and production of ceramic sculpture and pottery.

Lab Fee \$60

**(ARTT) Drawing°****ARTT 1391      Special Topics in Drawing**

(2-4) (3 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**Prerequisite:** ARTC 2301 with a grade of "C" or better

Course Fee \$39    Lab Fee \$84

**(ARTV) Animation°****ARTV 1341      3-D Animation I**

(2-4) (3 credits)

Intermediate level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation.

**Prerequisite:** ARTV 2345 with a grade of "C" or better

Course Fee \$39    Lab Fee \$84

**ARTV 1345      3-D Modeling and Rendering I**

(2-4) (3 credits)

Techniques of three-dimensional (3-D) modeling utilizing industry standard software. Includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera, light sources, texture, and surface mapping.

Course Fee \$39    Lab Fee \$84

**ARTV 2345      3-D Modeling and Rendering II**

(2-4) (3 credits)

A studio course focused on advanced 3-D modeling and rendering techniques using industry standard software, modeling techniques, camera settings, lighting, and surfacing to develop detailed environments.

**Prerequisite:** ARTV 1345 with a grade of "C" or better

Course Fee \$39    Lab Fee \$84

**ARTV 2351      3-D Animation II**

(2-4) (3 credits)

Advanced level 3-D course utilizing animation tools and techniques used to develop movement. Emphasis on advanced animation techniques.

**Prerequisite:** ARTV 1341 with a grade of "C" or better

Course Fee \$39    Lab Fee \$84

**(AUMT) Automotive Mechanic/Technician°****AUMT 1257      Automotive Brake Systems Theory**

(2-0) (2 credits)

Theory and principles related to the design, operation, and servicing of automotive braking systems. Includes disc and drum-type brakes, hydraulic systems, power assist components, anti-lock brake systems, and diagnosis and reconditioning procedures.

**Prerequisite:** AUMT 1305 and AUMT 1407 with a grade of "C" or better

**Co-requisite:** AUMT 1310

Course Fee \$26

**AUMT 1305      Introduction to Automotive Technology**

(2-2) (3 credits)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be

taught manufacturer specific.

Course Fee \$39 Lab Fee \$84

### **AUMT 1310 Automotive Brake Systems**

(1-5) (3 credits)

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific.

**Prerequisite:** AUMT 1305 and AUMT 1407 with a grade of "C" or better

**Co-requisite:** AUMT 1257

Course Fee \$39 Lab Fee \$84

### **AUMT 1345 Automotive Climate Control Systems**

(2-4) (3 credits)

Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.

**Prerequisite:** AUMT 1305 and AUMT 1407 with a grade of "C" or better

Course Fee \$39 Lab Fee \$84

### **AUMT 1407 Automotive Electrical Systems**

(3-3) (4 credits)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams, and service publications. May be taught manufacturer specific.

Course Fee \$52 Lab Fee \$112

### **AUMT 1416 Automotive Suspension and Steering Systems**

(3-4) (4 credits)

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.

**Prerequisite:** AUMT 1305 and AUMT 1407 with a grade of "C" or better

Course Fee \$52 Lab Fee \$112

### **AUMT 1419 Automotive Engine Repair**

(3-4) (4 credits)

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.

**Prerequisite:** AUMT 1305 and AUMT 1407 with a grade of "C" or better

Course Fee \$52 Lab Fee \$112

### **AUMT 2321 Automotive Electrical Diagnosis and Repair**

(2-3) (3 credits)

Repair of automotive electrical subsystems, lighting, instrumentation and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught

manufacturer specific.

**Prerequisite:** AUMT 1305 and AUMT 1407 with a grade of "C" or better

Course Fee \$39 Lab Fee \$84

### **AUMT 2357 Automotive Alternative Fuels**

(2-3) (3 credits)

A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and cost effectiveness. Overview of federal and state regulations concerning fuels.

**Prerequisite:** AUMT 1305, AUMT 1407, AUMT 1419, AUMT 2321, AUMT 2417, AUMT 2434, AUMT 1345, AUMT 1257, AUMT 1310, AUMT 1416, AUMT 2413 and AUMT 2425 with a grade of "C" or better

Course Fee \$39 Lab Fee \$84

### **AUMT 2413 Automotive Drive Train and Axles**

(3-4) (4 credits)

A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on diagnosis and repair. May be taught manufacturer specific.

**Prerequisite:** AUMT 1305 and AUMT 1407 with a grade of "C" or better

Course Fee \$52 Lab Fee \$112

### **AUMT 2417 Automotive Engine Performance Analysis I**

(3-4) (4 credits)

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific.

**Prerequisite:** AUMT 1305 and AUMT 1407 with a grade of "C" or better

Course Fee \$52 Lab Fee \$112

### **AUMT 2425 Automotive Automatic Transmission and Transaxle**

(3-4) (4 credits)

A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific.

**Prerequisite:** AUMT 1305, AUMT 1407, and AUMT 2413 with a grade of "C" or better

Course Fee \$52 Lab Fee \$112

### **AUMT 2434 Automotive Engine Performance Analysis II**

(3-4) (4 credits)

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

**Prerequisite:** AUMT 1305, AUMT 1407, and AUMT 2417 with a grade of "C" or better

Course Fee \$52 Lab Fee \$112

# (BCIS) Business Computer Information Systems<sup>◇</sup>

## **BCIS 1405 Business Computer Applications**

(3-3) (4 credits)

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics and business-oriented utilization of the Internet. (BCIS 1405 is included in the Business Field of Study.)

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$36 Lab Fee \$80 Software Fee \$75

# (BIOL) Biology<sup>◇</sup>

## **BIOL 1322 Nutrition & Diet Therapy**

(3-0) (3 credits)

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (Cross-listed as HECO 1322)

Course Fee \$30 Course Content Access Fee \$80

## **BIOL 1406 Biology for Science Majors I**

(3-3) (4 credits)

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

## **BIOL 1407 Biology for Science Majors II**

(3-3) (4 credits)

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

## **BIOL 1408 Biology for Non-Science Majors I**

(3-3) (4 credits)

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function,

and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

## **BIOL 1409 Biology for Non-Science Majors II**

(3-3) (4 credits)

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

## **BIOL 1411 General Botany**

(3-3) (4 credits)

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. (This course is intended for science majors.)

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

## **BIOL 2401 Anatomy & Physiology I**

(3-4) (4 credits)

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology.

**Co-requisite:** BIOL 0091 A&P Resource (CAP)

**TSI Complete Reading & Writing Required for Enrollment**

Course Fee \$40 Lab Fee \$80 Course Content Access Fee \$75

## **BIOL 2402 Anatomy & Physiology II**

(3-4) (4 credits)

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning



experience for exploration of human system components and basic physiology.

**Prerequisite:** BIOL 2401 with a grade of "C" or better

**Co-requisite:** BIOL 0092 A&P Resource (CAP)

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80 Course Content Access Fee \$75

### **BIOL 2404 Anatomy & Physiology**

(3-4) (4 credits)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

**Co-requisite:** BIOL 0094 A&P Resource (CAP)

Course Fee \$40 Lab Fee \$80

### **BIOL 2406 Environmental Biology**

(3-3) (4 credits)

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

### **BIOL 2416 Genetics**

(3-3) (4 credits)

Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

**Prerequisite:** BIOL 1406, BIOL 1407 and CHEM 1411 with a grade of "C" or better or department chair approval

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

### **BIOL 2420 Microbiology for Non-Science Majors**

(3-4) (4 credits)

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. This course covers basics of culture and identification of

bacteria and microbial ecology.

**Prerequisite:** BIOL 2404 or equivalent with a grade of "C" or better

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80 Course Content Access Fee \$70

## **(BMGT) Business Administration and Management, General<sup>o</sup>**

### **BMGT 1301 Supervision**

(3-0) (3 credits)

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

### **BMGT 1327 Principles of Management**

(3-0) (3 credits)

Concepts, terminology, principles, theories, and issues in the field of management.

### **BMGT 1344 Negotiations and Conflict Management**

(3-0) (3 credits)

Theories which aid in the diagnosis of interpersonal and intergroup conflict. The role of manager as negotiator, intermediary, and problem-solver.

### **BMGT 2309 Leadership**

(3-0) (3 credits)

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

### **BMGT 2310 Financial Management**

(3-0) (3 credits)

Examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control.

**Prerequisite:** ACNT 1303 with a grade of "C" or better

### **BMGT 2311 Change Management**

(3-0) (3 credits)

Knowledge, skills, and tools that enable a leader/organization to facilitate change in a participative style.

### **BMGT 2341 Strategic Management**

(3-0) (3 credits)

Strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

**Prerequisite:** BMGT 2310 and BUSG 2309 with a grade of "C" or better

## (BUSG) Business, General<sup>o</sup>

### **BUSG 1304 Financial Literacy**

(3-0) (3 credits)

A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings, and investment planning.

### **BUSG 1307 Entrepreneurship and Economic Development**

(3-0) (3 credits)

Overview of entrepreneurship as an economic development strategy. Includes community support systems for entrepreneurs.

**Prerequisite:** BUSG 2309

### **BUSG 1315 Small Business Operations**

(3-0) (3 credits)

Operating a small business. Emphasizes management functions including planning, leading, organizing, staffing, and controlling operations.

**Prerequisite:** BUSG 2309

### **BUSG 2309 Small Business Management/Entrepreneurship**

(3-0) (3 credits)

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

## (BUSI) Business<sup>o</sup>

### **BUSI 1301 Business Principles**

(3-0) (3 credits)

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

## (CBFM) Building/Property Maintenance Manager<sup>o</sup>

### **CBFM 1307 Boiler Operation**

(2-3) (3 credits)

Basic boiler operation with emphasis on high pressure and low pressure systems.

**Prerequisite:** INMT 2301 and [IEIR 1302 Power Plant Technology] or [CETT 1402 Industrial Maintenance Technology] with a grade of "C" or better

Course Fee \$24 Lab Fee \$84

## (CDEC) Child Development<sup>o</sup>

### **CDEC 1303 Families, School & Community**

(3-1) (3 credits)

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. The student is responsible for transportation to an off-campus site.

Lab Fee \$60

### **CDEC 1311 Educating Young Children**

(3-1) (3 credits)

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. The student is responsible for transportation to an off-campus site.

Lab Fee \$60

### **CDEC 1313 Curriculum Resources for Early Childhood Programs**

(2-4) (3 credits)

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. The student is responsible for transportation to an off-campus site.

Lab Fee \$60

### **CDEC 1318 Wellness of the Young Child**

(2-3) (3 credits)

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours' field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. The student is responsible for transportation to an off-campus site.

Lab Fee \$60

### **CDEC 1319 Child Guidance**

(3-1) (3 credits)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. The student is responsible for transportation to an off-campus site.

Lab Fee \$60

**CDEC 1321      The Infant and Toddler***(3-1) (3 credits)*

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. The student is responsible for transportation to an off-campus site.

*Lab Fee \$60***CDEC 1354      Child Growth and Development***(3-1) (3 credits)*

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off-campus site.

*Lab Fee \$60***CDEC 1359      Children with Special Needs***(3-1) (3 credits)*

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off-campus site.

*Lab Fee \$60***CDEC 2326      Administration of Programs for Children I***(3-1) (3 credits)*

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off-campus site.

*Lab Fee \$60***CDEC 2328      Administration of Programs for Children II***(3-1) (3 credits)*

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships.

**Prerequisite:** CDEC 2326 with a grade of "C" or better or department chair approval

*Lab Fee \$60***CDEC 2374      Preschool Children: Learning Environments, Activities and Materials***(2-4) (3 credits)*

A course focusing on developmentally-appropriate practices during the preschool years. This course includes developing and designing interest areas and environments for discovery learning. Also includes scheduling, and planning age-appropriate activities as well as writing daily and weekly activities and objectives. Participation in an early childhood

setting is required for this course. The student is responsible for transportation to an off-campus site.

*Lab Fee \$60***CDEC 2384      Cooperative Education-Child Development***(1-20) (3 credits)*

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Students are required to complete 320 hours of relevant field experience.

**Prerequisite:** CDEC 1311, CDEC 1313, CDEC 1319, and CDEC 2326 with a grade of "C" or better

*Lab Fee \$60*

## **(CETT) Electronics Technology/Technician<sup>o</sup>**

**CETT 1321      Electronic Fabrication***(2-2) (3 credits)*

A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

*Course Fee \$24    Lab Fee \$84***CETT 1325      Digital Fundamentals***(2-3) (3 credits)*

An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

**Prerequisite:** IEIR 1304 with a grade of "C" or better

*Course Fee \$24    Lab Fee \$84***CETT 1402      Electricity Principles***(3-2) (4 credits)*

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations.

*Course Fee \$32    Lab Fee \$112*

## **(CHEF) Culinary Arts/Chef Training<sup>o</sup>**

**CHEF 1205      Sanitation and Safety***(2-0) (2 credits)*

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

**Co-requisite:** CHEF 1301 and PSTR 1301

*Course Fee \$24***CHEF 1301      Basic Food Preparation***(2-4) (3 credits)*

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition

and professionalism.

**Co-requisite:** CHEF 1205 and PSTR 1301

Course Fee \$36 Lab Fee \$84

**CHEF 1310 Garde Manger**

(2-4) (3 credits)

A study of cold foods and garnishes. Emphasis on design, techniques and display of fine foods.

**Prerequisite:** CHEF 1205, CHEF 1301 and PSTR 1301 with a grade of "C" or better

Course Fee \$36 Lab Fee \$84

**CHEF 1340 Meat Preparation and Cooking**

(2-4) (3 credits)

Study of the preparation, storage and cooking techniques for beef, pork, lamb, poultry, seafood and game. Includes moist, dry and combination heat preparation methods as related to both classical and modern methods of preparation of dishes.

**Prerequisite:** CHEF 1205, CHEF 1301 and PSTR 1301 with a grade of "C" or better

Course Fee \$36 Lab Fee \$84

**CHEF 1364 Practicum (or Field Experience)-Culinary Arts/Chef Training**

(0-21) (3 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

**Prerequisite:** CHEF 1441 and PSTR 2431 with a grade of "C" or better

Course Fee \$36

**CHEF 1441 American Regional Cuisine**

(2-6) (4 credits)

A study of the development of regional cuisines in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize and acquire knowledge of recipe strategies and production systems.

**Prerequisite:** CHEF 2331 with a grade of "C" or better

Course Fee \$48 Lab Fee \$112

**CHEF 1445 International Cuisine**

(2-6) (4 credits)

A study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.

**Prerequisite:** CHEF 2331 with a grade of "C" or better

Course Fee \$48 Lab Fee \$112

**CHEF 2331 Advanced Food Preparation**

(2-4) (3 credits)

Advanced concepts of food preparation and presentation techniques.

**Prerequisite:** CHEF 1205, CHEF 1301 and PSTR 1301 with a grade of "C" or better

Course Fee \$36 Lab Fee \$84

## (CHEM) Chemistry<sup>♦</sup>

### **CHEM 1405 Introductory Chemistry I**

(3-3) (4 credits)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for students who are not science majors. Suitable for elementary education majors.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

### **CHEM 1406 Introductory Chemistry I-Allied Health Emphasis**

(3-3) (4 credits)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students (chiefly those interested in nursing, dental hygiene, respiratory therapy, medical laboratory technology and veterinary technology).

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

### **CHEM 1411 General Chemistry I**

(3-4) (4 credits)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

**Prerequisite:** MATH 1314/1414 with a grade of "C" or better or concurrent enrollment

**TSI Reading Complete or TSIA2 ELA Complete & TSI or TSIA2 Math Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

### **CHEM 1412 General Chemistry II**

(3-4) (4 credits)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

**Prerequisite:** CHEM 1411 with a grade of "C" or better

**TSI Reading Complete or TSIA2 ELA Complete & TSI or TSIA2 Math Complete Required for Enrollment**

Course Fee \$40 Lab Fee \$80

## **CHEM 2423      Organic Chemistry I**

(3-4) (4 credits)

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. THIS COURSE IS OFFERED FALL ONLY.

**Prerequisite:** CHEM 1412 with a grade of "C" or better

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40    Lab Fee \$80

## **CHEM 2425      Organic Chemistry II**

(3-4) (4 credits)

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. THIS COURSE IS OFFERED SPRING ONLY.

**Prerequisite:** CHEM 2423 with a grade of "C" or better

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$40    Lab Fee \$80

# **(CJSA) Criminal Justice and Law Enforcement Administration<sup>o</sup>**

## **CJSA 1308      Criminalistics I**

(3-0) (3 credits)

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

Course Fee \$30

## **CJSA 1393      Special Topics in Criminal Justice Studies – Violent Crime Investigations**

(3-0) (3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be

repeated multiple times to improve student proficiency.

**Prerequisite:** CJSA 1308, CJSA 2323 and CRIJ 2314 with a grade of "C" or better

**Co-requisite:** CJSA 2332

Course Fee \$30

## **CJSA 2323      Criminalistics II**

(2-4) (3 credits)

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification.

**Prerequisite:** CJSA 1308 and CRIJ 2314 with a grade of "C" or better

Course Fee \$30    Lab Fee \$60

## **CJSA 2332      Criminalistics III**

(2-4) (3 credits)

A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court.

**Prerequisite:** CJSA 1308, CJSA 2323 and CRIJ 2314 with a grade of "C" or better

**Co-requisite:** CJSA 1393

Course Fee \$30    Lab Fee \$60

# **(CMSW) Clinical/Medical Social Work<sup>o</sup>**

## **CMSW 1341      Behavior Modification with Cognitive Disorder**

(3-0) (3 credits)

In-depth study of the theories and principles of behavioral science and the methods of modifying and managing behavior in clients with cognitive disorders.

Course Fee \$48

# **(COMM) Communication<sup>o</sup>**

## **COMM 1307      Introduction to Mass Communication**

(3-0) (3 credits)

Survey of basic content and structural elements of mass media and their functions and influences on society.

Course Content Access Fee \$60

## **COMM 1316      News Photography I**

(3-1) (3 credits)

Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media.

Lab Fee \$60

## **COMM 1335      Introduction to Electronic Media**

(3-0) (3 credits)

An overview of the development, regulation, economics, social impact, and industry practices in electronic media.

**COMM 1336 Video Production I**

(3-1) (3 credits)

Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs.

Lab Fee \$60

**COMM 2303 Audio Production**

(3-0) (3 credits)

Practical experience in the operation of audio equipment, including both pre- and post-production needs.

**COMM 2305 Editing & Layout**

(3-0) (3 credits)

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

**COMM 2311 Media Writing**

(3-0) (3 credits)

Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.

**TSI Complete Reading & Writing Required for Enrollment**

**COMM 2315 News Reporting**

(3-0) (3 credits)

This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats.

**Prerequisite:** COMM 2311 with a grade of "C" or better

**COMM 2327 Introduction to Advertising**

(3-0) (3 credits)

Fundamentals of advertising including theory and strategy, copywriting, design, and selection of media.

**COMM 2328 Advertising Art I**

(3-0) (3 credits)

Communication of ideas through processes and techniques of graphic design and illustration.

**COMM 2330 Introduction to Public Relations**

(3-0) (3 credits)

Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

**COMM 2331 Radio/Television Announcing**

(3-0) (3 credits)

Principles of announcing: study voice, diction, pronunciation and delivery. Experience in various types of announcing. Study of phonetics is recommended.

**COMM 2339 Writing for Radio, Television, & Film**

(3-0) (3 credits)

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

**COMM 2389 Academic Cooperative**

(1-8) (3 credits)

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

**Prerequisite:** Consent of Department Chair

**(COSC) Computer Science<sup>♦</sup>****COSC 1301 Introduction to Computing**

(2-2) (3 credits)

Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Course Fee \$27 Lab Fee \$60 Software Fee \$100

**COSC 1436 Programming Fundamentals I**

(3-3) (4 credits)

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.)

Course Fee \$36 Lab Fee \$80

**COSC 1437 Programming Fundamentals II**

(3-3) (4 credits)

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.)

**Prerequisite:** COSC 1336/1436 with a grade of "C" or better

Course Fee \$36 Lab Fee \$80

**COSC 2325 Computer Organization**

(2-4) (3 credits)

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.

**Prerequisite:** COSC 1336/1436 with a grade of "C" or better

Course Fee \$27 Lab Fee \$60

## **COSC 2436      Programming Fundamentals III**

(3-3) (4 credits)

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object oriented language. (This course is included in the Field of Study Curriculum for Computer Science.)

**Prerequisite:** COSC 1337/1437 with a grade of "C" or better

Course Fee \$36    Lab Fee \$80

## **(CRIJ) Criminal Justice<sup>◊</sup>**

### **CRIJ 1301      Introduction to Criminal Justice**

(3-0) (3 credits)

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

Course Fee \$30

### **CRIJ 1306      Court Systems and Practices**

(3-0) (3 credits)

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

Course Fee \$30

### **CRIJ 1307      Crime in America**

(3-0) (3 credits)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crime.

Course Fee \$30

### **CRIJ 1310      Fundamentals of Criminal Law**

(3-0) (3 credits)

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

Course Fee \$30

### **CRIJ 1313      Juvenile Justice System**

(3-0) (3 credits)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

Course Fee \$30

### **CRIJ 2301      Community Resources in Corrections**

(3-0) (3 credits)

An introductory study of the role of the community in corrections; community programs for adults and juveniles;

administration of community programs; legal issues; future trends in community treatment.

Course Fee \$30

### **CRIJ 2313      Correctional Systems and Practices**

(3-0) (3 credits)

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

Course Fee \$30

### **CRIJ 2314      Criminal Investigations**

(3-0) (3 credits)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

Course Fee \$30

### **CRIJ 2323      Legal Aspects of Law Enforcement**

(3-0) (3 credits)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

Course Fee \$30

### **CRIJ 2328      Police Systems and Practices**

(3-0) (3 credits)

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

Course Fee \$30

## **(DAAC) Substance Abuse and Addiction Counseling<sup>◊</sup>**

### **DAAC 1304      Pharmacology of Addiction**

(3-0) (3 credits)

Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors.

Course Fee \$48

### **DAAC 1305      Co-Occurring Disorders**

(3-0) (3 credits)

Provides students with an overview of co-occurring - psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness.

Course Fee \$48    Course Content Access Fee \$87

### **DAAC 1309      Assessment Skills of Alcohol and Other Drug Addictions**

(3-0) (3 credits)

Exploration of procedures and tools used to identify substance-related and addictive disorders and assess a client's problems, strengths, deficits, and needs.

Course Fee \$48

**DAAC 1311      Counseling Theories**

(3-0) (3 credits)

An examination of major theories and current treatment modalities used in the field of counseling including Reality Therapy, psycho-dynamic therapy, client-centered therapy, Rational-Emotive therapy, cognitive-behavioral approaches (life skills training, behavior modification), and experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment settings.

Course Fee \$48

**DAAC 1317      Basic Counseling Skills**

(3-0) (3 credits)

Facilitates development of basic counseling skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications, examination of attitudes and feelings, consideration of alternative solutions, and decision making. Basic human defense mechanisms are presented, and appropriate applications of selected counseling approaches are emphasized.

**Prerequisite:** DAAC 1311 with a grade of "C" or better

Course Fee \$48

**DAAC 1319      Substance-Related and Addictive Disorders**

(3-0) (3 credits)

An overview of causes and consequences of substance-related and addictive disorders, the major drug classifications, and the counselor's code of ethics.

Course Fee \$48

**DAAC 1391      Special Topics in Alcohol/Drug Abuse Counseling**

(3-0) (3 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Course Fee \$48      Course Content Access Fee \$36

**DAAC 2307      Addicted Family Intervention**

(3-0) (3 credits)

Examination of family systems focusing on the effects of addiction and recovery.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$48

**DAAC 2330      Multicultural Counseling**

(3-0) (3 credits)

An extensive look at minority and diverse populations within the United States. Course explores various communication barriers frequently encountered between the counselor and the client. Students also explore and evaluate personal values, biases, and prejudices.

Course Fee \$48

**DAAC 2341      Counseling Alcohol and Other Drug Addictions**

(3-0) (3 credits)

Focus is on the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be included. Confidentiality and ethical issues will be reviewed and practiced. Discussion of topics related to recovery from addiction, including concepts of addiction, relapse, relapse prevention, support group programs, aftercare methods, and prevention theories are presented. Aspects of counselor self-care will also be studied.

**Prerequisite:** DAAC 1311, DAAC 2354 and DAAC 1317 with a grade of "C" or better

**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$48

**DAAC 2343      Current Issues**

(3-0) (3 credits)

A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated.

**Prerequisite:** Students must have completed all program-required courses through the third semester with a grade of "C" or better

**Co-requisite:** DAAC 2367

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$48

**DAAC 2354      Dynamics of Group Counseling**

(3-0) (3 credits)

An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed.

**Prerequisite:** DAAC 1311 with a grade of "C" or better

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$48

**DAAC 2367      Practicum – Alcohol/Drug Abuse Counseling**

(0-21) (3 credits)

Practical training in the workplace. Workplace training will be supported by an individualized learning plan developed by the employer, College, and student. The plan will focus on the 8 dimensions of the KSA's of addiction counseling.

**Prerequisite:** Completion of all program-required coursework through the third semester of classes with a grade of "C" or better and approval by the department chair after evaluation of the student's degree audit.

**Co-requisite:** DAAC 2343

Course Fee \$48      Insurance Fee \$58



## (DANC) Dance<sup>o</sup>

### **DANC 1128      Ballroom and Social Dance**

(1-1) (1 credit)

Introductory instruction in the fundamental techniques and concepts associated with Ballroom and Social Dance.

Lab Fee \$20

### **DANC 1201      Dance Composition-Improvisation**

(1-2) (2 credit)

This introductory course in improvisation will investigate spontaneous problem solving as a means of generating movement for dance composition. Students will be called upon to explore and respond to various forms of stimuli in a safe and supportive learning environment within solo and group work.

Lab Fee \$40

### **DANC 1241      Beginning Ballet**

(1-3) (2 credits)

Instruction in the fundamental techniques and concepts associated with ballet.

Lab Fee \$40

### **DANC 1245      Beginning Modern Dance**

(1-2) (2 credit)

Instruction in the fundamental techniques and concepts associated with the concert form of modern dance.

Lab Fee \$40

### **DANC 1247      Beginning Jazz Dance**

(1-2) (2 credit)

Instruction in the fundamental techniques and concepts associated with jazz dance.

Lab Fee \$40

### **DANC 1305      World Dance**

(3-0) (3 credit)

A survey of dances from different cultures, their histories and their influences on contemporary dance and society. Cultural origins, significance, motivations and techniques will be explored experientially.

### **DANC 2241      Intermediate Ballet**

(1-3) (2 credits)

Instruction in the intermediate techniques and concepts associated with ballet.

**Prerequisite:** DANC 1241 with a grade of "C" or better

Lab Fee \$40

### **DANC 2245      Intermediate Modern Dance**

(1-2) (2 credit)

Instruction in the fundamental techniques and concepts associated with the concert form of modern dance.

**Prerequisite:** DANC 1245 with a grade of "C" or better

Lab Fee \$40

### **DANC 2303      Dance Appreciation**

(3-0) (3 credits)

A general survey of dance forms designed to create an appreciation of the vocabulary, techniques, and purposes of the creative process. This course includes critical

interpretation and evaluations of choreographic works and dance forms within cultural and historical contexts.

## (DFTG) Drafting and Design Technology/Technician<sup>o</sup>

### **DFTG 1309      Basic Computer-Aided Drafting**

(2-2) (3 credits)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Note: This course satisfies the requirements for awards in the Surveying and Geomatics Technology program only. Students in the Engineering Design Technology program must take DFTG 1409 to satisfy award requirements.

Course Fee \$39    Lab Fee \$84

### **DFTG 1358      Electrical/Electronics Drafting**

(2-4) (3 credits)

Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.

**Prerequisite:** DFTG 1409 or ENGR 1304 with a grade of "C" or better

Course Fee \$39    Lab Fee \$84

### **DFTG 1405      Introduction to Technical Drawing**

(3-3) (4 credits)

An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

**Prerequisite:** DFTG 1409 and DFTG 2440 with a grade of "C" or better or concurrent enrollment

Course Fee \$52    Lab Fee \$112

### **DFTG 1409      Basic Computer-Aided Drafting**

(3-3) (4 credits)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

Course Fee \$52    Lab Fee \$112

### **DFTG 1417      Architectural Drafting - Residential**

(3-3) (4 credits)

Preparation of architectural drawings for residential structures with emphasis on light frame construction methods, including architectural drafting procedures, practices, terms, and symbols.

**Prerequisite:** DFTG 1409 and DFTG 2440 with a grade of "C" or better

Course Fee \$52    Lab Fee \$112

**DFTG 1471      Process Piping Design I**

(3-3) (4 credits)

An introductory course in process piping design. Topics include piping terminology, functions of different piping equipment, using approved piping symbols, using piping specifications, different types of valves and pipe fittings, computing pipe dimensions using various pipe fittings and creating blocks for piping symbols for CAD.

**Prerequisite:** DFTG 1409 or concurrent enrollment or ENGR 1304 with a grade of "C" or better

Course Fee \$52    Lab Fee \$112

**DFTG 1472      Process Piping Design II**

(3-3) (4 credits)

An intermediate course in process piping design. Topics include reading flow diagrams, identifying instrumentation and flow diagram symbols, the logical order of flow diagrams, developing block symbols for flow diagrams, drawing sample flow diagrams with CAD and applying ANSI, OSHA, and EPA codes that govern piping.

**Prerequisite:** DFTG 1471 with a grade of "C" or better

Course Fee \$52    Lab Fee \$112

**DFTG 2300      Intermediate Architectural Drafting - Residential**

(2-4) (3 credits)

Continued application of principles and practices used in residential construction. Skills include identifying advanced architectural terminology and related disciplines, defining the principles of design and implementation of advanced residential construction, describing site and environmental considerations in planning a residential development, explaining material usage, applying codes and standards in the creation of construction drawings, and writing specifications.

**Prerequisite:** DFTG 1417 with a grade of "C" or better

Course Fee \$39    Lab Fee \$84

**DFTG 2306      Machine Design**

(2-4) (3 credits)

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components.

**Prerequisite:** DFTG 1405 with a grade of "C" or better

Course Fee \$39    Lab Fee \$84

**DFTG 2321      Topographical Drafting**

(2-4) (3 credits)

Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses.

**Prerequisite:** DFTG 1409 or ENGR 1304 with a grade of "C" or better

Course Fee \$39    Lab Fee \$84

**DFTG 2386      Internship – Drafting and Design Technology/Technician, General**

(0-10) (3 credits)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A

learning plan is developed by the college and the employer.

**Prerequisite:** 30 semester credit hours in DFTG courses with a grade of "C" or better or consent of the professor

Course Fee \$39

**DFTG 2440      Solid Modeling/Design**

(3-3) (4 credits)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

Course Fee \$52    Lab Fee \$112

**DFTG 2450      Geometric Dimensioning and Tolerancing**

(3-3) (4 credits)

Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings.

**Prerequisite:** ENGR 1304 or DFTG 1409 and DFTG 2440 with a grade of "C" or better

Course Fee \$52    Lab Fee \$112

**DFTG 2470      Process Piping Design III**

(3-3) (4 credits)

An intermediate course in process piping design. Topics include developing process and instrumentation diagrams (P&IDs), process flow diagrams, mechanical flow diagrams, and utility flow diagrams.

**Prerequisite:** DFTG 1472 with a grade of "C" or better

Course Fee \$52    Lab Fee \$112

**DFTG 2471      Process Piping Design IV**

(3-3) (4 credits)

An advanced course in process piping design. Topics include reading and creating pipe isometrics, producing field notes and sketches, producing piping plans and elevations and recognizing all necessary deliverables for process plant construction.

**Prerequisite:** DFTG 2470 with a grade of "C" or better

Course Fee \$52    Lab Fee \$112

## (DHYG) Dental Hygiene/Hygienist<sup>o</sup>

**DHYG 1103      Preventive Dental Hygiene I**

(1-1) (1 credit)

The role of the dental hygienist as a therapeutic oral health care provider with emphasis on concepts of disease management, health promotion, communication, and behavior modification.

**Co-requisite:** DHYG 1207, DHYG 1304 and DHYG 1431  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$25    Lab Fee \$28

**DHYG 1201      Orofacial Anatomy, Histology & Embryology**

(1-4) (2 credits)

The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.

**Prerequisite:** Acceptance in Dental Hygiene program, BIOL 2401 and BIOL 2402 with a grade of "C" or better

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$50    Lab Fee \$56

**DHYG 1207      General and Dental Nutrition**

(2-0) (2 credits)

General nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health.

**Prerequisite:** CHEM 1406 or CHEM 1405 with a grade of "C" or better

**Co-requisite:** DHYG 1431, DHYG 1304 and DHYG 1103  
**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$50

**DHYG 1211      Periodontology**

(2-0) (2 credits)

Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.

**Co-requisite:** DHYG 1235, DHYG 2231 and DHYG 2360  
**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$50

**DHYG 1215      Community Dentistry**

(1-4) (2 credits)

The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings.

**Co-requisite:** DHYG 1339, DHYG 2201, DHYG 1260 and DHYG 2133

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$50    Lab Fee \$56

**DHYG 1219      Dental Materials**

(1-3) (2 credits)

Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

**Co-requisite:** DHYG 2153 and DHYG 2362

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$50    Lab Fee \$56

**DHYG 1235      Pharmacology for the Dental Hygienist**

(2-0) (2 credits)

Classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications.

**Prerequisite:** CHEM 1406 or CHEM 1405 with a grade of "C" or better

**Co-requisite:** DHYG 1211, DHYG 2231 and DHYG 2360  
**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$50

**DHYG 1260      Clinical - Dental Hygienist**

(0-12) (2 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Co-requisite:** DHYG 1339, DHYG 1215, DHYG 2201 and DHYG 2133

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$50    Insurance Fee \$58

**DHYG 1304      Dental Radiology**

(1-6) (3 credits)

Fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics.

**Co-requisite:** DHYG 1207, DHYG 1103 and DHYG 1431  
**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$75    Lab Fee \$84

**DHYG 1339      General and Oral Pathology**

(3-0) (3 credits)

Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.

**Prerequisite:** BIOL 2420 with a grade of "C" or better

**Co-requisite:** DHYG 1215, DHYG 2201, DHYG 1260 and DHYG 2133

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$75

**DHYG 1431      Preclinical Dental Hygiene**

(2-8) (4 credits)

Foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiene care. Introduction to ethical principles as they apply to dental hygiene care.

**Co-requisite:** DHYG 1207, DHYG 1304 and DHYG 1103  
**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$100    Lab Fee \$112    Insurance Fee \$58

### **DHYG 2133 Preventive Dental Hygiene II**

(1-1) (1 credit)

Continuation of DHYG 1103: Preventive Dental Hygiene I.

**Co-requisite:** DHYG 1339, DHYG 1215, DHYG 2201 and DHYG 1260

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$25 Lab Fee \$28

### **DHYG 2153 Dental Hygiene Practice**

(0-2) (1 credit)

Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, and preparation for employment.

**Co-requisite:** DHYG 2362 and DHYG 1219

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$25 Lab Fee \$28

### **DHYG 2201 Dental Hygiene Care I**

(2-1) (2 credits)

Dental hygiene care for the medically or dentally compromised patient including supplemental instrumentation techniques.

**Co-requisite:** DHYG 1339, DHYG 1215, DHYG 1260 and DHYG 2133

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$50 Lab Fee \$56

### **DHYG 2231 Dental Hygiene Care II**

(2-1) (2 credits)

A continuation of Dental Hygiene Care I. Dental hygiene care for the medically or dentally compromised patient including advanced instrumentation techniques.

**Co-requisite:** DHYG 1211, DHYG 1235 and DHYG 2350

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$50 Lab Fee \$56

### **DHYG 2360 Clinical - Dental Hygienist**

(0-18) (3 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Co-requisite:** DHYG 1211, DHYG 1235 and DHYG 2231

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$75 Insurance Fee \$58

### **DHYG 2362 Clinical - Dental Hygienist**

(0-18) (3 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical

professional.

**Co-requisite:** DHYG 2153 and DHYG 1219

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$75 Insurance Fee \$58

### **DHYG 3300 Cultural Competence in Oral Health Care**

(3-0) (3 credits)

This course focuses on learning to adapt and change in emerging practice areas for dental hygienists that provide care to population groups challenged by access to oral health care, particularly those of diverse cultural backgrounds. The course emphasizes strategies for the delivery of culturally competent care to pediatric, geriatric, medically compromised and special needs patients. Ethical issues are emphasized regarding care for vulnerable client population groups.

**Prerequisite:** Acceptance in program

Course Fee \$75 Upper-Level Fee \$90

### **DHYG 3310 Advanced Dental Health Care Ethics**

(3-0) (3 credits)

This course focuses on issues faced by health care professionals, including ethical and legal issues related to the practice of dental hygiene. Utilizes ethical theories of justice to address difficult questions that face the treatment of dental patients. Students will apply material to real-life situations using case-study format.

**Prerequisite:** Acceptance in program

Course Fee \$75 Upper-Level Fee \$90

### **DHYG 3320 Dental Hygiene Educational Concepts**

(3-0) (3 credits)

This course provides the dental hygienist with the background to become an effective classroom and clinical instructor. Students will discuss the current philosophy of dental hygiene education and the American Dental Association's accreditation requirements regarding course syllabi, instructional objectives, learning experiences, evaluation procedures and remediation policies. Students will explore the various learning styles and classroom techniques that can be utilized to incorporate all learning styles, motivate the learner and enhance the learning process.

**Prerequisite:** Acceptance in program

Course Fee \$75 Upper-Level Fee \$90

### **DHYG 3330 Evidence-Based Dental Hygiene Practice**

(3-0) (3 credits)

Involves the learning and implementing of evidence-based decision making principles. The dental hygiene practitioner will value the integration of clinical expertise and available external evidence from research. Emphasis on strategy, methodology, research design with clinical focus on dental hygiene standards of care and process of care and dental hygiene diagnosis, as related to a collaborative dental hygiene practice.

**Prerequisite:** MATH 1342 with a grade of "C" or better

Course Fee \$75 Upper-Level Fee \$90

**DHYG 4220 Dental Hygiene Case Development**

(2-0) (2 credits)

Explores a critical approach to the components involved in developing advanced care plans. Involves the application of the process of care to address issues such as patient education, prescribed care, and insurance-based care as they related to advanced care plans. Learning activities will include the development of an advanced dental hygiene care plan utilizing evidence-based research.

**Prerequisite:** DHYG 3330 with a grade of "C" or better

Course Fee \$50 Upper-Level Fee \$60

**DHYG 4300 Contemporary Issues in Dental Hygiene**

(3-0) (3 credits)

This course explores the transformation of dental hygiene from a vocation to a profession and follows the track into the future. Leadership development is emphasized for professional growth and the potential impact on advancing the profession.

**Prerequisite:** Acceptance in program

Course Fee \$75 Upper-Level Fee \$90

**DHYG 4350 Interprofessional Collaboration**

(3-0) (3 credits)

This course examines the benefits of interprofessional collaboration between oral health care practitioners and other health care providers. Students will have the opportunity to work in groups to identify and address a variety of simulated health problems which link oral health risks to systemic health risks. This course will include observation in a health care setting outside of a dental office.

**Prerequisite:** Acceptance in program

Course Fee \$75 Upper-Level Fee \$90

**DHYG 4360 Current Issues in Periodontics**

(3-0) (3 credits)

This course will explore current studies in periodontology and related disciplines to identify factors which modify theory or practice. Focus will be placed on the relationship of periodontal health to systemic health, current concepts in etiology, risk factors, assessment, and treatment.

**Prerequisite:** Acceptance in program

Course Fee \$75 Upper-Level Fee \$90

**DHYG 4380 Administrative Leadership**

(3-0) (3 credits)

This course is a study and application of contemporary theory, concepts and practices of effective organizational leadership appropriate to the dental hygiene professional. Emphasis will be on the development of leadership skills related to personal attributes, communication strategies and self-examination.

**Prerequisite:** Acceptance in program

Course Fee \$75 Upper-Level Fee \$90

**DHYG 4430 Dental Hygiene Practicum**

(2-5) (4 credits)

This course provides a survey of alternate practice settings for the dental hygienist and allows the student to participate in active learning in an alternate setting of choice. It includes 80 hours of internship in a dental hygiene educational setting, an oral health community health setting, a dental office

management setting, or any approved alternate dental hygiene setting of choice. It requires written evaluation of learning as assigned by the professor.

**Prerequisite:** DHYG 3320 and DHYG 3330 with a grade of "C" or better

Course Fee \$100 Upper-Level Fee \$120 Insurance Fee \$58

## (DMSO) Diagnostic Medical Sonography/Sonography and Ultrasound Technician<sup>o</sup>

**DMSO 1210 Introduction to Sonography**

(2-0) (2 credits)

An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

Course Fee \$40

**DMSO 1266 Practicum I – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician**

(0-14) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Fee \$40 Course Content Access Fee \$150

Insurance Fee \$58

**DMSO 1267 Practicum II – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician**

(0-14) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Fee \$40 Insurance Fee \$58

**DMSO 1302 Basic Ultrasound Physics**

(3-0) (3 credits)

Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

Course Fee \$60

**DMSO 1342 Intermediate Ultrasound Physics**

(3-0) (3 credits)

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis.

Course Fee \$60

**DMSO 1441     Abdominopelvic Sonography**

(3-4) (4 credits)

Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.

Course Fee \$80    Lab Fee \$112

**DMSO 2230     Advanced Ultrasound and Review**

(0-4) (2 credits)

Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$40    Lab Fee \$56

**DMSO 2266     Practicum III – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician**

(0-20) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Fee \$40

**DMSO 2342     Sonography of High Risk Obstetrics**

(3-0) (3 credits)

Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$60

**DMSO 2345     Advanced Sonography Practices**

(3-0) (3 credits)

Exploration of advanced sonographic procedures and emerging ultrasound applications.

Course Fee \$60

**DMSO 2353     Sonography of Superficial Structures**

(3-0) (3 credits)

Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Course Fee \$60

**DMSO 2367     Practicum IV – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician**

(0-22) (3 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Fee \$60    Insurance Fee \$58

**DMSO 2405     Sonography of Obstetrics/Gynecology**

(3-4) (4 credits)

Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$80    Lab Fee \$112

**DMSO 2441     Sonography of Abdominopelvic Pathology**

(3-4) (4 credits)

Pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasizes endocavitary sonographic anatomy and procedures including pregnancy.

Course Fee \$80    Lab Fee \$112

## (DMTH) Developmental Mathematics<sup>o</sup>

**DMTH 0301     Developmental Mathematics I**

(3-1) (3 credits)

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

**Prerequisite:** Appropriate placement scores

Lab Fee \$60    Course Content Access Fee \$96

**DMTH 0311     Developmental Mathematics I MODULAR**

(3-1) (3 credits)

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

**Prerequisite:** Appropriate placement scores

Lab Fee \$60    Course Content Access Fee \$96

## (DNTA) Dental Assisting/Assistant<sup>o</sup>

**DNTA 1113     Emergency Management**

(0-3) (1 credit)

Management of dental and medical emergencies. Maintenance of medical emergency kit, and recording of vital signs.

**Prerequisite:** Acceptance into Certified Dental Assisting program

**Co-requisite:** DNTA 1301, DNTA 1315, DNTA 1311 and DNTA 1205

Course Fee \$17    Lab Fee \$28

**DNTA 1205      Dental Radiology**

(1-4) (2 credits)

Introduction to radiation physics, radiation protection, and the operation of radiographic equipment. Instruction in exposure, processing and mounting of dental radiographs, and study of federal and state safety and standard practices.

**Prerequisite:** Acceptance into Certified Dental Assisting program

**Co-requisite:** DNTA 1301, DNTA 1315, DNTA 1311 and DNTA 1113

Course Fee \$34    Lab Fee \$56

**DNTA 1245      Preventive Dentistry**

(1-2) (2 credits)

The study of nutrition and preventable dental disease and community dental health.

**Prerequisite:** DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113 and DNTA 1205 with a grade of "C" or better

**Co-requisite:** DNTA 1249, DNTA 2250, DNTA 1341, DNTA 1266 and DNTA 1347

Course Fee \$34    Lab Fee \$56

**DNTA 1249      Dental Radiology in the Clinic**

(1-2) (2 credits)

The practical application of exposing, processing, and mounting diagnostically acceptable radiographs obtained by utilizing various radiographic techniques.

**Prerequisite:** DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113 and DNTA 1205 with a grade of "C" or better

**Co-requisite:** DNTA 1245, DNTA 2250, DNTA 1341, DNTA 1266 and DNTA 1347

Course Fee \$34    Lab Fee \$56

**DNTA 1251      Dental Office Management**

(1-2) (2 credits)

Use computers/and or manual systems to process dental information and interpret and practice learned dental office management skills.

**Prerequisite:** DNTA 1249, DNTA 1245, DNTA 2250, DNTA 1341, DNTA 1266 and DNTA 1347 with a grade of "C" or better

**Co-requisite:** DNTA 2130 and DNTA 2166

Course Fee \$34    Lab Fee \$56

**DNTA 1266      Practicum I – Dental Assisting/Assistant**

(0-14) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113 and DNTA 1205 with a grade of "C" or better

**Co-requisite:** DNTA 1245, DNTA 1249, DNTA 2250, DNTA 1341 and DNTA 1347

Course Fee \$34    Insurance Fee \$58

**DNTA 1301      Dental Materials**

(2-2) (3 credits)

Composition, properties, procedures and safety standards

related to dental materials.

**Prerequisite:** Acceptance into Certified Dental Assisting program

**Co-requisite:** DNTA 1311, DNTA 1315, DNTA 1113 and DNTA 1205

Course Fee \$51    Lab Fee \$84

**DNTA 1311      Dental Science**

(2-2) (3 credits)

A fundamental study of anatomical systems with emphasis placed on head and neck anatomy. Topics include embryology of the teeth along with basic dental terminology.

**Prerequisite:** Acceptance into Certified Dental Assisting program

**Co-requisite:** DNTA 1301, DNTA 1315, DNTA 1113 and DNTA 1205

Course Fee \$51    Lab Fee \$84

**DNTA 1315      Chairside Assisting**

(2-3) (3 credits)

A study of pre-clinical chairside assisting procedures, instrumentation, OSHA and other regulatory agencies' standards.

**Prerequisite:** Acceptance into Certified Dental Assisting program

**Co-requisite:** DNTA 1301, DNTA 1311, DNTA 1113 and DNTA 1205

Course Fee \$51    Lab Fee \$84

**DNTA 1341      Dental Laboratory Procedures**

(2-4) (3 credits)

Perform various dental laboratory procedures such as producing final study casts and fabricating provisional restorations.

**Prerequisite:** DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113 and DNTA 1205 with a grade of "C" or better

**Co-requisite:** DNTA 1245, DNTA 2250, DNTA 1249, DNTA 1266 and DNTA 1347

Course Fee \$51    Lab Fee \$84

**DNTA 1347      Advanced Dental Science**

(2-2) (3 credits)

An advanced study of anatomical systems, pharmacology, oral pathology, and developmental abnormalities.

**Prerequisite:** DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113 and DNTA 1205 with a grade of "C" or better

**Co-requisite:** DNTA 1245, DNTA 1249, DNTA 2250, DNTA 1341 and DNTA 1266

Course Fee \$51    Lab Fee \$84

**DNTA 2266      Practicum II – Dental Assisting/Assistant**

(0-14) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** DNTA 1249, DNTA 1245, DNTA 2250, DNTA 1341, DNTA 1266 and DNTA 1347 with a grade of "C" or better

**Co-requisite:** DNTA 1251

Insurance Fee \$58

**DNTA 2250      Advanced Dental Assisting Applications**

(1-3) (2 credits)

An advanced study of dental assisting expanded functions.

**Prerequisite:** DNTA 1311, DNTA 1301, DNTA 1315, DNTA 1113, and DNTA 1205 with a grade of "C" or better

**Co-requisite:** DNTA 1245, DNTA 1249, DNTA 1341, DNTA 1266 and DNTA 1347

Course Fee \$34    Lab Fee \$56

## **(DRAM) Drama**

**DRAM 1120      Theater Practicum I**

(0-4) (1 credit)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Course Fee \$7

**DRAM 1121      Theater Practicum II**

(0-4) (1 credit)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Course Fee \$7

**DRAM 1310      Theater Appreciation**

(3-0) (3 credits)

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

Course Fee \$21

**DRAM 1322      Stage Movement**

(2-4) (3 credits)

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's physical instrument.

Course Fee \$21    Lab Fee \$60

**DRAM 1330      Stagecraft I**

(3-3) (3 credits)

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

Course Fee \$21    Lab Fee \$60

**DRAM 1341      Stage Makeup**

(3-0) (3 credits)

Design and execution of makeup for the stage performer. Includes discussion of makeup principles and practical experience of makeup application.

Course Fee \$21

**DRAM 1342      Costume Technology**

(2-4) (3 credits)

Introduction to the process and application of the fundamental skills of costume production, modification, and maintenance.

Course Fee \$21    Lab Fee \$60

**DRAM 1351      Acting I**

(2-4) (3 credits)

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

Course Fee \$21    Lab Fee \$60

**DRAM 1352      Acting II**

(2-4) (3 credits)

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.

**Prerequisite:** DRAM 1351 with a grade of "C" or better

Course Fee \$21    Lab Fee \$60

**DRAM 2120      Theater Practicum III**

(0-4) (1 credit)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Course Fee \$7

**DRAM 2121      Theater Practicum IV**

(0-4) (1 credit)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Course Fee \$7

**DRAM 2331      Stagecraft II**

(3-3) (3 credits)

Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.

Course Fee \$21    Lab Fee \$60

**DRAM 2335      Theater Design**

(2-2) (3 credits)

Survey of principles and practices of theater design and its elements. The fundamentals of art and their application to major areas of theatrical design.    Course Fee \$21    Lab Fee \$60

**DRAM 2336      Voice for the Actor**

(3-0) (3 credits)

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.

Course Fee \$21

**DRAM 2355      Script Analysis**

(3-0) (3 credits)

Examination of foundational skills for understanding the structure and content of play scripts for interpretation and



conceptualization in theater productions by directors, designers, actors, and technicians. Introduces students to significant plays in the history of dramatic literature in the playwright's social and cultural context.

Course Fee \$21

### **DRAM 2361 History of the Theater I**

(3-0) (3 credits)

Study of the history of the theater from primitive times through the Renaissance.

Course Fee \$21

### **DRAM 2362 History of the Theater II**

(3-0) (3 credits)

Study of the history of the theater from the Renaissance through today.

Course Fee \$21

## **(DSVT) Diagnostic Medical Sonography/Sonographer and Ultrasound Technician<sup>o</sup>**

### **DSVT 1103 Introduction to Vascular Technology**

(1-0) (1 credit)

Introduction to basic non-invasive vascular theories. Emphasizes image orientation, transducer handling, and identification of anatomic structures.

Course Fee \$20

### **DSVT 2200 Vascular Technology Applications**

(2-0) (2 credits)

Non-invasive vascular technology. Includes 2-D imaging, Doppler, plethysmography, and segmental pressures. Emphasizes protocols for performing basic venous and arterial imaging and non-imaging exams.

Course Fee \$40

### **DSVT 2335 Advanced Vascular Technology**

(3-0) (3 credits)

Non-Invasive vascular concepts. Includes harmonics, contrasts, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions and research. Emphasizes extensive review or case studies, technical reporting, preliminary interpretation, and registry review.

Course Fee \$60

## **(ECON) Economics<sup>o</sup>**

### **ECON 2301 Principles of Macroeconomics**

(3-0) (3 credits)

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Content Access Fee \$84

### **ECON 2302 Principles of Microeconomics**

(3-0) (3 credits)

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Content Access Fee \$84

## **(EDUC) Education<sup>o</sup>**

### **EDUC 1300 Learning Framework**

(3-0) (3 credits)

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

### **EDUC 1301 Introduction to the Teaching Profession**

(3-1) (3 credits)

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Lab Fee \$60 Background Check Fee \$10

### **EDUC 2301 Introduction to Special Populations**

(3-1) (3 credits)

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities

standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

**Prerequisite:** EDUC 1301 with a grade of "C" or better  
Lab Fee \$60

## (EECT) Electrical/Electronics and Communications Engineering Technology<sup>o</sup>

### **EECT 1300      Technical Customer Service**

(3-0) (3 credits)

General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills.

Course Fee \$32

## (ELMT) Electromechanical Technology/Electromechanical Engineering Technology<sup>o</sup>

### **ELMT 1301      Programmable Logic Controllers**

(2-3) (3 credits)

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

**Prerequisite:** ELMT 1380 or WLDG 1307 with a grade of "C" or better

Course Fee \$24    Lab Fee \$84

### **ELMT 1380      Cooperative Education – Electromechanical Technology/Electromechanical Engineering Technology**

(1-14) (3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**Prerequisite:** TECM 1303, IEIR 1302, IEIR 1304, INCR 1302 and HYDR 1345 with a grade of "C" or better

Course Fee \$24

### **ELMT 2351      Power Generation Fundamentals**

(2-3) (3 credits)

Electrical power production including identification and function of power plant equipment. Topics include the introduction of power plant operations to include basic power plant cycles, basic power plant systems, boilers, turbines, generators, field devices and instrumentation, control and electrical systems.

**Prerequisite:** TECM 1303 with a grade of "C" or better  
Course Fee \$24    Lab Fee \$84

### **ELMT 2353      Power Generation Troubleshooting**

(2-3) (3 credits)

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve power generation problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning.

**Prerequisite:** ELPT 2305 with a grade of "C" or better  
Course Fee \$24    Lab Fee \$84

## (ELPT) Electrical and Power Transmission Installation<sup>o</sup>

### **ELPT 1325      National Electrical Code I**

(3-0) (3 credits)

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

Course Fee \$24

### **ELPT 1345      Commercial Wiring**

(2-3) (3 credits)

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

**Prerequisite:** ELPT 1325 with a grade of "C" or better  
Course Fee \$24    Lab Fee \$84

### **ELPT 2305      Motors and Transformers**

(2-3) (3 credits)

Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

**Prerequisite:** IEIR 1304 (Electrical/Electronic Controls Technology/Power Plant Technology) or CETT 1402 (Industrial Maintenance Technology) with a grade of "C" or better  
Course Fee \$24    Lab Fee \$84

### **ELPT 2319      Programmable Logic Controllers I**

(2-3) (3 credits)

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

**Prerequisite:** CETT 1325 (Electrical/Electronic Controls Technology) or CETT 1402 (Industrial Maintenance Technology) with a grade of "C" or better  
Course Fee \$24    Lab Fee \$84

### **ELPT 2347      Electrical Testing and Maintenance (Capstone)**

(2-3) (3 credits)

Proper and safe use of electrical power equipment test devices and the interpretation of test results. Includes protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switchgear.

**Prerequisite:** ELPT 2319 with a grade of "C" or better  
Course Fee \$24    Lab Fee \$84

# (EMSP) Emergency Medical Technology/Technician<sup>o</sup>

## **EMSP 1160 Clinical – Emergency Medical Technology/Technician (EMT Paramedic)**

(0-6) (1 credit)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Co-requisite:** EMSP 1501

Course Fee \$16 Supply Fee \$235 Insurance Fees \$47

## **EMSP 1260 Clinical – Emergency Medical Technology/Technician (EMT Paramedic)**

(0-9) (2 credit)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisite:** EMSP 1160 and EMSP 1501 with a grade of “C” or better

**Co-requisite:** EMSP 1338, EMSP 1356 and EMSP 2306

Course Fee \$32 Supply Fee \$170 Insurance Fees \$47

## **EMSP 1338 Introduction to Advanced Practice**

(3-1) (3 credits)

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

**Prerequisite:** EMSP 1160 and EMSP 1501 with a grade of “C” or better

**Co-requisite:** EMSP 1260, EMSP 1356 and EMSP 2306

Course Fee \$48 Lab Fee \$84

## **EMSP 1355 Trauma Management**

(2-2) (3 credits)

Knowledge and skills in the assessment and management of patients with traumatic injuries

**Prerequisite:** EMSP 2260, EMSP 2330, EMSP 2434 and EMSP 2444 with a grade of “C” or better

**Co-requisite:** EMSP 2266, EMSP 2243 and EMSP 2305

Course Fee \$48 Lab Fee \$84 Supply Fee \$115

## **EMSP 1356 Patient Assessment and Airway Management**

(2-3) (3 credits)

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation.

**Prerequisite:** EMSP 1160 and EMSP 1501 with a grade of “C” or better

**Co-requisite:** EMSP 1260, EMSP 1338 and EMSP 2306

Course Fee \$48 Lab Fee \$84

## **EMSP 1501 Emergency Medical Technician**

(4-4) (5 credits)

Preparation for certification as an Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services.

**Co-requisite:** EMSP 1160

Course Fee \$80 Lab Fee \$140 Supply Fee \$148 CPR Fee \$5

## **EMSP 2243 Assessment Based Management**

(1-3) (2 credits)

A capstone experience covering comprehensive, assessment-based patient care management for the paramedic level. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients.

**Prerequisite:** EMSP 2260, EMSP 2330, EMSP 2434 and EMSP 2444 with a grade of “C” or better

**Co-requisite:** EMSP 1355, EMSP 2266 and EMSP 2305

Course Fee \$32 Lab Fee \$56 Supply Fee \$252

## **EMSP 2260 Clinical – Emergency Medical Technology/Technician (EMT Paramedic)**

(0-12) (2 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisite:** EMSP 1260, EMSP 1338, EMSP 1356, and EMSP 2306 with a grade of “C” or better

**Co-requisite:** EMSP 2330, EMSP 2434, and EMSP 2444

Course Fee \$32 Insurance Fees \$47

## **EMSP 2266 Practicum (or Field Experience) – Emergency Medical Technology/Technician (EMT Paramedic)**

(0-14) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** EMSP 2260, EMSP 2330, EMSP 2434 and EMSP 2444 with a grade of “C” or better

**Co-requisite:** EMSP 1355, EMSP 2243 and EMSP 2305

Course Fee \$32 Insurance Fees \$47

## **EMSP 2305 EMS Operations**

(2-3) (3 credits)

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

**Prerequisite:** EMSP 2260, EMSP 2330, EMSP 2434 and EMSP 2444 with a grade of “C” or better

**Co-requisite:** EMSP 2243, EMSP 1355 and EMSP 2266

Course Fee \$48 Lab Fee \$84

## **EMSP 2306 Emergency Pharmacology**

(2-4) (3 credits)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

**Prerequisite:** EMSP 1501 and EMSP 1160 with a grade of “C” or better

**Co-requisite:** EMSP 1260, EMSP 1338 and EMSP 1356

Course Fee \$48 Lab Fee \$84 Supply Fee \$98

## **EMSP 2330 Special Populations**

(2-3) (3 credits)

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.

**Prerequisite:** EMSP 1260, EMSP 1338, EMSP 1356 and EMSP 2306 with a grade of “C” or better

**Co-requisite:** EMSP 2260, EMSP 2434 and EMSP 2444

Course Fee \$48 Lab Fee \$84

## **EMSP 2434 Medical Emergencies**

(3-4) (4 credits)

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

**Prerequisite:** EMSP 1260, EMSP 1338, EMSP 1356 and EMSP 2306 with a grade of "C" or better

**Co-requisite:** EMSP 2260, EMSP 2330 and EMSP 2444

Course Fee \$64 Lab Fee \$112

## **EMSP 2444 Cardiology**

(3-4) (4 credits)

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

**Prerequisite:** EMSP 1260, EMSP 1338, EMSP 1356 and EMSP 2306 with a grade of "C" or better

**Co-requisite:** EMSP 2260, EMSP 2330 and EMSP 2434

Course Fee \$64 Lab Fee \$112

## **(ENER) Energy Industry<sup>o</sup>**

### **ENER 1330 Basic Mechanical Skills for Energy**

(2-3) (3 credits)

Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs.

**Co-requisite:** TECM 1303 with a grade of "C" or better

Course Fee \$24 Lab Fee \$84

### **ENER 2325 SCADA and Networking**

(2-3) (3 credits)

Topics in Supervisory Control and Data Acquisition (SCADA) systems, Industrial Ethernet communications systems as they apply to industry.

**Prerequisite:** ELMT 1301 or ELPT 2319 with a grade of "C" or better

Course Fee \$24 Lab Fee \$84

## **(ENGL) English<sup>o</sup>**

### **ENGL 0301 Composition I Co-requisite**

(3-0) (3 credits)

This course is a developmental integrated reading and writing course. The description and student learning outcomes follow the description and the student learning outcomes of the Composition I course: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the

academic essay as a vehicle for learning, communicating, and critical analysis.

**Co-requisite:** ENGL 1301

Lab Fee \$60 Course Content Access Fee \$70

### **ENGL 1301 Composition I**

(3-0) (3 credits)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**Note:** ENGL 1301 is a pre-requisite for all 2000-level literature courses.

**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

### **ENGL 1302 Composition II**

(3-0) (3 credits)

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

**Prerequisite:** ENGL 1301 with a grade of "C" or better

**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

### **ENGL 2307 Creative Writing I**

(3-0) (3 credits)

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.

**Prerequisite:** ENGL 1301 with a grade of "C" or better

### **ENGL 2311 Technical and Business Writing**

(3-0) (3 credits)

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

**Prerequisite:** ENGL 1301 with a grade of "C" or better

**TSI Writing Complete or TSIA2 ELA Complete Required for Enrollment**

### **ENGL 2322 British Literature I**

(3-0) (3 credits)

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be

selected from a diverse group of authors and traditions.

**Prerequisite:** ENGL 1301 with a grade of "C" or better

**TSI Writing Complete or TSIA2 ELA Complete Required for Enrollment**

### **ENGL 2323      British Literature II**

(3-0) (3 credits)

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**Prerequisite:** ENGL 1301 with a grade of "C" or better

**TSI Writing Complete or TSIA2 ELA Complete Required for Enrollment**

### **ENGL 2327      American Literature I**

(3-0) (3 credits)

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

**Prerequisite:** ENGL 1301 with a grade of "C" or better

**TSI Writing Complete or TSIA2 ELA Complete Required for Enrollment**

### **ENGL 2328      American Literature II**

(3-0) (3 credits)

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

**Prerequisite:** ENGL 1301 with a grade of "C" or better

**TSI Writing Complete or TSIA2 ELA Complete Required for Enrollment**

### **ENGL 2332      World Literature I**

(3-0) (3 credits)

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**Prerequisite:** ENGL 1301 with a grade of "C" or better

**TSI Writing Complete or TSIA2 ELA Complete Required for Enrollment**

### **ENGL 2333      World Literature II**

(3-0) (3 credits)

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**Prerequisite:** ENGL 1301 with a grade of "C" or better

**TSI Writing Complete or TSIA2 ELA Complete Required for Enrollment**

## **(ENGR) Engineering<sup>o</sup>**

### **ENGR 1201      Introduction to Engineering**

(1-3) (2 credits)

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design.

**Prerequisite:** MATH 1314/1414 with a grade of "C" or better or equivalent academic preparation

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

*Lab Fee \$40*

### **ENGR 1304      Engineering Graphics I**

(2-4) (3 credits)

Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.

**Prerequisite:** MATH 1314/1414 with a grade of "C" or better or equivalent academic preparation

*Course Fee \$39    Lab Fee \$84*

### **ENGR 2105      Electrical Circuits I Laboratory**

(0-3) (1 credit)

Laboratory experiments supporting theoretical principles presented in ENGR 2305 involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.

**Co-requisite:** ENGR 2305

*Lab Fee \$20*

### **ENGR 2301      Engineering Mechanics - Statics**

(3-0) (3 credits)

Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.

**Prerequisite:** MATH 2414 or concurrent enrollment and PHYS 2425 with a grade of "C" or better

### **ENGR 2302      Engineering Mechanics - Dynamics**

(3-0) (3 credits)

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.

**Prerequisite:** ENGR 2301 with a grade of "C" or better

### **ENGR 2304      Programming for Engineers**

(3-0) (3 credits)

Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory

control software.

**Prerequisite:** MATH 2413 with a grade of "C" or better

### **ENGR 2305      Electrical Circuits I**

(3-0) (3 credits)

Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems.

**Prerequisite:** MATH 2320 (or equivalent) or concurrent enrollment; PHYS 2426 (PHYS 2326 & PHYS 2126 University Physics) and MATH 2414 with a grade of "C" or better

## **(FIRS) Fire Science/Firefighting<sup>o</sup>**

### **FIRS 1103      Firefighter Agility and Fitness Preparation**

(0-2) (1 credit)

Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests.

**Prerequisite:** Admission to program

**Co-requisite:** FIRS 1301 and FIRS 1407

Course Fee \$10    Lab Fee \$28

### **FIRS 1301      Firefighter Certification I**

(2-3) (3 credits)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP\*\*\*

**Prerequisite:** Admission to program

**Co-requisite:** FIRS 1103 and FIRS 1407

Course Fee \$30    Lab Fee \$84    Fire Academy Fee \$878

### **FIRS 1313      Firefighter Certification III**

(2-2) (3 credits)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP\*\*\*

**Prerequisite:** Admission to program

**Co-requisite:** FIRS 1319, FIRS 1323, FIRS 1329 and FIRS 1433

Course Fee \$30    Lab Fee \$84

### **FIRS 1319      Firefighter Certification IV**

(2-2) (3 credits)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter

Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP\*\*\*

**Prerequisite:** Admission to program

**Co-requisite:** FIRS 1313, FIRS 1323, FIRS 1329 and FIRS 1433

Course Fee \$30    Lab Fee \$84

### **FIRS 1323      Firefighter Certification V**

(3-0) (3 credits)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP\*\*\*

**Prerequisite:** Admission to program

**Co-requisite:** FIRS 1313, FIRS 1319, FIRS 1329 and FIRS 1433

Course Fee \$30

### **FIRS 1329      Firefighter Certification VI**

(2-2) (3 credits)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP\*\*\*

**Prerequisite:** Admission to program

**Co-requisite:** FIRS 1313, FIRS 1319, FIRS 1323 and FIRS 1433

Course Fee \$30    Lab Fee \$84

### **FIRS 1407      Firefighter Certification II**

(3-2) (4 credits)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP\*\*\*

**Prerequisite:** Admission to program

**Co-requisite:** FIRS 1103 and FIRS 1301

Course Fee \$40    Lab \$112

### **FIRS 1433      Firefighter Certification VII**

(2-4) (4 credits)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP\*\*\*

**Prerequisite:** Admission to program

**Co-requisite:** FIRS 1313, FIRS 1319, FIRS 1323 and FIRS 1329

Course Fee \$40 Lab \$112

## **(FIRT) Fire Protection and Safety Technology/Technician<sup>o</sup>**

### **FIRT 1301 Fundamentals of Fire Protection**

(3-0) (3 credits)

Orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

Course Fee \$30

### **FIRT 1303 Fire and Arson Investigation I**

(3-0) (3 credits)

Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

Course Fee \$30

### **FIRT 1305 Public Education Programs**

(3-0) (3 credits)

Preparation of firefighters and fire officers to develop public fire safety awareness. Emphasis on implementation of fire and public safety programs in an effort to reduce the loss of life.

Course Fee \$30

### **FIRT 1307 Fire Prevention Codes and Inspections**

(3-0) (3 credits)

Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

Course Fee \$30

### **FIRT 1309 Fire Administration I**

(3-0) (3 credits)

Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

Course Fee \$30

### **FIRT 1311 Fire Service Hydraulics**

(3-0) (3 credits)

Application of hydraulic principles to analyze and solve water supply problems related to fire protection.

Course Fee \$30

### **FIRT 1315 Hazardous Materials I**

(3-0) (3 credits)

The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

Course Fee \$30

### **FIRT 1319 Firefighter Health and Safety**

(3-0) (3 credits)

Firefighter occupational safety and health in emergency and non-emergency situations. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

Course Fee \$30

### **FIRT 1327 Building Construction in the Fire Service**

(3-0) (3 credits)

Components of building construction that relate to life safety. Includes relationship of construction elements and building design impacting fire spread in structures.

Course Fee \$30

### **FIRT 1333 Fire Chemistry I**

(3-0) (3 credits)

Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

Course Fee \$30

### **FIRT 1338 Fire Protection Systems**

(3-0) (3 credits)

Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

Course Fee \$30

### **FIRT 1349 Fire Administration II**

(3-0) (3 credits)

In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.

Course Fee 30

### **FIRT 1353 Legal Aspects of Fire Protection**

(3-0) (3 credits)

Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel.

Lab Fee \$30

### **FIRT 2309 Firefighting Strategies and Tactics I**

(3-0) (3 credits)

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency.

Course Fee \$30

# (FITT) Sport and Fitness Administration/Management<sup>o</sup>

## **FITT 1237      Personal Training**

(2-0) (2 credits)

A study of the aspects of one-on-one training including marketing, program development, legal aspects, documentation, training methodologies, and business considerations. Emphasis on the development of safe and enjoyable individualized training sessions.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$40

## **FITT 1303      Fitness Event Planning and Promotion**

(3-0) (3 credits)

Practical aspects of developing and scheduling group exercise fitness classes. Includes recreational activities, competitive events, and promotion of exercise and non-exercise activities. Emphasis on the design of safe, enjoyable activities.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$60

## **FITT 1343      Performance Enhancement for Athletics**

(2-3) (3 credits)

A study of the scientific principles and methodologies to enhance athletic performance. Emphasis on the concepts of periodization of training as it relates to pre-season, competitive season, and off-season goals. Topics include evaluation and assessment protocols, exercise techniques, and safety.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$60    Lab Fee \$84

## **FITT 1394      Special Topics in Exercise Sciences/Physiology and Movement Studies**

(2-3) (3 credits)

This is a theory driven course based on the research and study of human movement, behavioral health, exercise nutrition and current trends and issues in the health and fitness industry. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Course Fee \$60    Lab Fee \$84

## **FITT 1401      Fitness and Exercise Testing**

(3-3) (4 credits)

Techniques for conducting physical fitness assessments including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Includes fitness equipment use and

maintenance. Emphasis on safety guidelines and precautions.

**Co-requisite: FITT 2313**

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$80    Lab Fee \$112

## **FITT 1495      Special Topics in Kinesiology and Exercise Science**

(3-2) (4 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$80    Lab Fee \$112

## **FITT 2264      Practicum (or Field Experience) – Health and Physical Education, General**

(0-14) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$40    Insurance Fee \$58

## **FITT 2301      Lifestyle Change for Wellness**

(3-0) (3 credits)

Components of weight control, healthy nutrition, smoking cessation, stress management, and other current trends. Includes techniques in behavior modification, motivation, teaching, and counseling.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$60

## **FITT 2305      Sport Facility Management**

(3-0) (3 credits)

A study of the process of managing sport facilities. Includes planning, directing, and coordinating programs, and supervising employees and participants.

Course Fee \$60

## **FITT 2311      Prevention and Care of Exercise Injury**

(2-3) (3 credits)

Overview of design methods for exercise settings and programs for injury prevention. Includes the use of safe physical conditioning techniques, current exercise fads and myths that promote injury, methods for injury recognition and evaluation, on-site care of exercise injuries, and emergency procedures.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

Course Fee \$60    Lab Fee \$84

## **FITT 2313      Exercise Science**

(3-0) (3 credits)

A survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasis on physiological responses and adaptations to exercise. Topics



include basic elements of kinesiology, biomechanics, motor learning, and the physical fitness industry.

**Co-requisite:** FITT 1401

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

*Course Fee \$60*

### **FITT 2331      Group Exercise Instruction**

(2-3) (3 credits)

A study of guided and sequential experiences for developing aerobic based group exercise leadership skills. Opportunities provided for students to practice these skills under a professional mentor in a group setting.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

*Course Fee \$60    Lab Fee \$84*

### **FITT 2333      Fitness Industry Operations and Technology**

(3-0) (3 credits)

A survey of the practical aspects of the physical fitness industry. Emphasis on equipment cost analysis, program marketing, legal issues, policy formation, budgetary planning, computer software applications, and current industry trends.

*Course Fee \$60*

### **FITT 2409      Theory of Exercise Program Design and Instruction**

(3-3) (4 credits)

The study of health-related components of physical fitness including cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition. Topics include the theoretical basis underlying physical fitness; instructional techniques for fitness development; and methods for leading an exercise session, including design, instruction, and evaluation.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

*Course Fee \$80    Lab Fee \$112*

## **(GAME) Animation, Interactive Technology, Video Graphics and Special Effects<sup>o</sup>**

### **GAME 1303      Introduction to Game Design and Development**

(2-4) (3 credits)

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry.

*Course Fee \$39    Lab Fee \$84*

### **GAME 1334      Video Game Art I**

(2-4) (3 credits)

Introduces tools and techniques used in the creation of assets for a game engine. Note: This course is offered in the first

eight weeks of the Fall semester only.

**Prerequisite:** ARTC 2301 with a grade of "C" or better

*Course Fee \$39    Lab Fee \$84*

### **GAME 1343      Game and Simulation Programming I**

(2-4) (3 credits)

Game and simulation programming. Includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.

**Prerequisite:** ITSE 1302 and GAME 1303 with a grade of "C" or better

*Course Fee \$39    Lab Fee \$84*

### **GAME 1353      Multi-User Programming I**

(2-4) (3 credits)

Network topologies, architecture and protocols, and communication in game and simulation programming. Introduces sockets programming utilizing TCP and UDP protocols in a high-level language. Focuses on blocking and asynchronous modes.

**Prerequisite:** GAME 1359 with a grade of "C" or better

*Course Fee \$39    Lab Fee \$84*

### **GAME 1359      Game and Simulation Programming II**

(2-4) (3 credits)

Design and development of game and simulation programs including user interface design, mathematical elements, image and file structure, and software development techniques.

**Prerequisite:** GAME 1343 and GAME 2341 with a grade of "C" or better

*Course Fee \$39    Lab Fee \$84*

### **GAME 1394      Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects**

(2-4) (3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**Prerequisite:** COSC 1337 with a grade of "C" or better

*Course Fee \$39    Lab Fee \$84*

### **GAME 2308      Portfolio for Game Development**

(2-4) (3 credits)

Design and management of an industry standard portfolio. Includes techniques in self-promotion, resume writing, portfolio distribution systems, and interviewing.

**Prerequisite:** GAME 2309 with a grade of "C" or better

*Course Fee \$39    Lab Fee \$84*

### **GAME 2309      Video Game Art II**

(2-4) (3 credits)

A study of industry-used, game-art techniques and its applications of game art assets. Utilizes tools and advanced techniques in the creation of assets for a game engine.

Note: This course is offered in the second eight weeks of the Fall semester only.

**Prerequisite:** GAME 1334 with a grade of "C" or better or concurrent enrollment

*Course Fee \$39    Lab Fee \$84*

### **GAME 2332 Project Development I**

(2-4) (3 credits)

Skill development in an original modification based on a current game engine. Includes management of version control; development of project timelines; integration of sound, models, and animation; production of demos; and creation of original levels, characters, and content for a real-time multiplayer game. Note: This course is offered in the first eight weeks of the Spring semester only.

**Prerequisite:** ARTV 1341 with a grade of "C" or better

Course Fee \$39 Lab Fee \$84

### **GAME 2334 Project Development II**

(2-4) (3 credits)

Continuation of an original modification based on a current game engine with an emphasis on new content and significant changes in game play over the base game experience. Includes creation of original levels, characters, and content for a real-time multiplayer game applying skills learned in previous classes. Note: This course is offered in the second eight weeks of the Spring semester only.

**Prerequisite:** ARTV 2351 with a grade of "C" or better or concurrent enrollment

Course Fee \$39 Lab Fee \$84

### **GAME 2341 Game Scripting**

(2-4) (3 credits)

Scripting languages with emphasis on game concepts and simulations.

**Prerequisite:** ITSE 1302 and GAME 1303 with a grade of "C" or better

Course Fee \$39 Lab Fee \$84

### **GAME 2343 Multi-User Game Programming II**

(2-4) (3 credits)

Creation of network game and simulation programs. Emphasis on online games and simulation programming technologies, multithreading, player management, peer-to-peer and client/server development.

**Prerequisite:** GAME 1353 with a grade of "C" or better or concurrent enrollment

Course Fee \$39 Lab Fee \$84

### **GAME 2359 Game and Simulation Group Project**

(2-4) (3 credits)

Creation of a game and/or simulation project utilizing a team approach. Includes the integration of design, art, audio, programming, and quality assurance.

**Prerequisite:** GAME 1343 with a grade of "C" or better or concurrent enrollment

Course Fee \$39 Lab Fee \$84

## **(GEOG) Geography<sup>◇</sup>**

### **GEOG 1301 Physical Geography**

(3-0) (3 credits)

This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes

and landform development, and human interactions with the physical environment.

### **GEOG 1303 World Regional Geography**

(3-0) (3 credits)

This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

## **(GEOL) Geology<sup>◇</sup>**

### **GEOL 1401 Earth Science I**

(3-3) (4 credits)

Survey of geology, meteorology, oceanography, and astronomy.

Course Fee \$28 Lab Fee \$80

### **GEOL 1403 Physical Geology**

(3-3) (4 credits)

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations.

Course Fee \$28 Lab Fee \$80

### **GEOL 1404 Historical Geology**

(3-3) (4 credits)

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Course Fee \$28 Lab Fee \$80

### **GEOL 1405 Environmental Science**

(3-3) (4 credits)

This lecture and lab course should combine all of the elements of GEOL 1305 Environmental Science (lecture) and GEOL 1105 Environmental Science (lab), including the learning outcomes listed for both courses. (Cross-listed with ENVR 1401).

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollutions, climate change, and sustainability of land, water, and energy resources. Laboratory based content that accompanies Environmental Science (lecture). Activities will cover methods used to collect and analyze environmental data.

Course Fee \$28 Lab Fee \$80

## (GOVT) Government<sup>o</sup>

### **GOVT 2107      Federal and Texas Constitutions**

(1-0) (1 credit)

A study of the United States and state constitutions, with special emphasis on Texas.

**Prerequisite:** By permission only. Enrollment limited to students who have already completed a minimum of 6 SCH of GOVT courses but have not satisfied the statutory requirement for study of the federal and state constitutions. Ensures compliance with TEC §51.301.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

### **GOVT 2304      Introduction to Political Science**

(3-0) (3 credits)

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

### **GOVT 2305      Federal Government**

(3-0) (3 credits)

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

*Course Content Access Fee \$76*

### **GOVT 2306      Texas Government**

(3-0) (3 credits)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

### **GOVT 2311      Mexican American and Latinx Politics**

(3-0) (3 credits)

The study of Mexican American politics within the American political experience. Topics include historical, cultural, socioeconomic, and constitutional issues that pertain to the study of Mexican Americans and other Latinx populations in the United States. Other topics such as political participation, governmental institutions, electoral politics, political representation, demographic trends, and other contemporary public policy debates will also be addressed.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

### **GOVT 2389      Academic Cooperative**

(1-6) (3 credits)

An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

## (GRPH) Prepress/Desktop Publishing and Digital Imaging Design<sup>o</sup>

### **GRPH 1359      Vector Graphics for Production**

(2-4) (3 credits)

A study and use of vector graphics for production.

**Prerequisite:** ARTC 1313 with a grade of "C" or better  
*Course Fee \$30    Lab Fee \$84*

## (HAMG) Hospitality Administration/Management, General<sup>o</sup>

### **HAMG 1221      Introduction to Hospitality Industry**

(1-2) (2 credits)

An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

*Course Fee \$24    Lab Fee \$56*

## (HART) Heating, Air Conditioning and Refrigeration Technology/Technician<sup>o</sup>

### **HART 1400      HVAC Duct Fabrication**

(3-4) (4 credits)

Layout and fabrication of HVAC duct systems using common tools and equipment of the trade.

*Course Fee \$44    Lab Fee \$112*

### **HART 1401      Basic Electricity for HVAC**

(3-4) (4 credits)

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

*Course Fee \$44    Lab Fee \$112*

### **HART 1403      Air Conditioning Control Principles**

(3-4) (4 credits)

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

**Prerequisite:** HART 1401 (Heating, Air Conditioning and Refrigeration Technology) or CETT 1402 (Industrial Maintenance Technology) with a grade of "C" or better  
*Course Fee \$44    Lab Fee \$112*

**HART 1407 Refrigeration Principles***(3-4) (4 credits)*

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Course Fee \$44 Lab Fee \$112

**HART 1441 Residential Air Conditioning***(3-4) (4 credits)*

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

Course Fee \$44 Lab Fee \$112

**HART 1445 Gas and Electric Heating***(3-4) (4 credits)*

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

**Prerequisite:** HART 1401 with a grade of “C” or better or approval of the professor

Course Fee \$44 Lab Fee \$112

**HART 2336 Air Conditioning Troubleshooting***(2-4) (3 credits)*

This course is the capstone for the Air Conditioning and Refrigeration AAS degree and must be completed in the last semester of the AAS degree. An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

**Prerequisite:** HART 1403, HART 1407 and HART 1441 with a grade of “C” or better or approval of the professor

Course Fee \$33 Lab Fee \$84

**HART 2349 Heat Pumps***(2-4) (3 credits)*

This course is the capstone for the Air Conditioning Certificate of Proficiency and must be completed in the last semester of the Air Conditioning Certificate of Proficiency. A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.

**Prerequisite:** HART 1401 and HART 1445 with a grade of “C” or better or approval of the professor

Course Fee \$33 Lab Fee \$84

**HART 2357 Specialized Commercial Refrigeration***(2-4) (3 credits)*

An advanced course covering the components, accessories, and service of specialized refrigeration units, such as ice machines, soft-serve machines, cryogenics, and cascade systems.

**Prerequisite:** HART 1401 and HART 1407 with a grade of “C” or better or approval of the professor

Course Fee \$33 Lab Fee \$84

**HART 2438 Air Conditioning Installation and Startup***(3-4) (4 credits)*

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

**Prerequisite:** HART 1401 and HART 1407 with a grade of “C” or better or approval of the professor

Course Fee \$44 Lab Fee \$112

**HART 2442 Commercial Refrigeration***(3-4) (4 credits)*

Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines.

**Prerequisite:** HART 1401 and HART 1407 with a grade of “C” or better or approval of the professor

Course Fee \$44 Lab Fee \$112

**HART 2445 Residential Air Conditioning Systems Design***(3-4) (4 credits)*

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

Course Fee \$44 Lab Fee \$112

**(HIST) History<sup>o</sup>****HIST 1301 United States History I***(3-0) (3 credits)*

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**HIST 1302 United States History II***(3-0) (3 credits)*

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**HIST 2301 Texas History***(3-0) (3 credits)*

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**HIST 2311 Western Civilization I***(3-0) (3 credits)*

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**HIST 2312 Western Civilization II***(3-0) (3 credits)*

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**HIST 2321 World Civilization I***(3-0) (3 credits)*

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15<sup>th</sup> century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**HIST 2322 World Civilization II***(3-0) (3 credits)*

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15<sup>th</sup> century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation

and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**HIST 2327 Mexican American History I***(3-0) (3 credits)***(to the United States-Mexico War Era)**

A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include early indigenous societies, conflict and conquest, early European colonization and empires, New Spain, early revolutionary period, Mexican independence and nation building, United States expansion to the United States-Mexico War Era. Themes to be addressed are mestizaje and racial formation in the early empire, rise and fall of native and African slavery, relationship to early global economies, development of New Spain's/Mexico's northern frontier, gender and power, missions, resistance and rebellion, emergence of Mexican identities, California mission secularization, Texas independence, United States' wars with Mexico, and the making of borders and borderlands. (May be applied to U.S. History requirement.)

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**HIST 2328 Mexican American History II***(3-0) (3 credits)***(from the United States-Mexico War Era)**

A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include the United States-Mexico War Era, incorporation of Northern Mexico into the United States, Porfirian Mexico, and the nineteenth century American West, 1910 Mexican Revolution and Progressive Era, the Great Depression and New Deal, World War II and the Cold War, Civil Rights Era, Conservative Ascendancy, the age of NAFTA and turn of the 21<sup>st</sup> Century developments. Themes to be addressed are the making of borders and borderlands, impact of Treaty of Guadalupe Hidalgo, gender and power, migration and national identities, citizenship and expulsion, nineteenth century activism and displacement, industrialization and the making of a transnational Mexican working class, urbanization and community formation, emergence of a Mexican American Generation, war and citizenship, organized advocacy and activism, Chicano Movement, changing identifications and identities, trade and terrorism. (May be applied to U.S. History requirement.)

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**HIST 2389 Academic Cooperative***(2-4) (3 credits)*

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

*Lab Fee \$60*

# (HITT) Health Information and Medical<sup>o</sup>

## **HITT 1301 Health Data Content and Structure**

(2-3) (3 credits)

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

**Prerequisite:** BCIS 1405 with a grade of "C" or better and Acceptance into the Health Information Technology Program

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$48 Lab Fee \$60 Course Content Access Fee \$105

## **HITT 1305 Medical Terminology I**

(3-0) (3 credits)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Course Fee \$48 Course Content Access Fee \$54

## **HITT 1311 Health Information Systems**

(2-2) (3 credits)

Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

**Prerequisite:** HITT 1301 and BCIS 1405 with a grade of "C" or better

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$48 Lab Fee \$60

## **HITT 1341 Coding and Classification Systems**

(2-2) (3 credits)

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

**Prerequisite:** HITT 1305, BIOL 2401 and [BIOL 2402, HPRS 2301 or concurrent enrollment] with a grade of "C" or better

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$48 Lab Fee \$60

## **HITT 1353 Legal and Ethical Aspects of Health Information**

(3-0) (3 credits)

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$48

## **HITT 2149 RHIT Competency Review**

(0-2) (1 credit)

Review Health Information Technology (HIT) competencies,

skills, and knowledge.

**Prerequisite:** HITT 1301, HITT 1305, HITT 1311, HITT 1353, HITT 1341, HITT 2346, HITT 2339, HITT 2335, HITT 2343 with a grade of "C" or better. Enrollment in this course must be by permission of the Program Coordinator.

**Co-requisite:** HITT 2261

Course Fee \$16 Lab Fee \$20

## **HITT 2261 Clinical – Health Information/Medical Records Technology/Technician**

(0-6) (2 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Co-requisite:** HITT 2149

Course Fee \$32

## **HITT 2326 Project Management for Health Professions**

(3-0) (3 credits)

General principles of project management tools and techniques that results in the ability to create and follow a project management plan.

Course Fee \$48

## **HITT 2335 Coding and Reimbursement Methodologies**

(2-2) (3 credits)

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

**Prerequisite:** HITT 1341 with a grade of "C" or better

**Co-requisite:** HITT 2346

Course Fee \$48 Lab Fee \$60

## **HITT 2339 Health Information Organization and Supervision**

(3-0) (3 credits)

Principles of organization and supervision of human, financial, and physical resources.

**Prerequisite:** HITT 1353 with a grade of "C" or better

Course Fee \$48

## **HITT 2340 Advanced Medical Billing and Reimbursement**

(2-2) (3 credits)

Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors.

Course Fee \$48 Lab Fee \$60

## **HITT 2343 Quality Assessment and Performance Improvement**

(2-2) (3 credits)

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and

implementation of quality management and reporting through electronic systems.

**Prerequisite:** HITT 1353 with a grade of “C” or better

Course Fee \$48 Lab Fee \$60 Course Content Access Fee \$105

### **HITT 2346 Advanced Medical Coding**

(2-2) (3 credits)

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

**Prerequisite:** HITT 1341 with a grade of “C” or better

**Co-requisite:** HITT 2335

Course Fee \$48 Lab Fee \$60

### **HITT 2370 Credentialing and Managed Care Controls**

(3-0) (3 credits)

Processes, forms, and requirements to successfully obtain hospital facility privileges for the physician and obtain contracts with insurance companies for payment. Managed care contract terms, contracting issues, negotiations strategies, day-to-day tactics for getting paid properly, and impact on payment from non-government and out-of-network third party payors.

Course Fee \$48

### **HITT 2471 Portfolio I – Credit for Work Experience**

(4-0) (4 credits)

Development of a formal document that relates work experience to healthcare business process, compliance, space planning and operational flows.

Course Fee \$64

### **HITT 2472 Portfolio II – Credit for Work Experience**

(4-0) (4 credits)

Development of a formal document that relates past work experiences to current educational training.

**Prerequisite:** HITT 2471 with a grade of “C” or better

Course Fee \$64

## **(HPRS) Health Professions and Related Services<sup>o</sup>**

### **HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals**

(1-0) (1 credit)

Introduction to the relationship between legal aspects and ethics in health care, with emphasis on the ethical and legal responsibilities of health care professionals.

Course Fee \$16

### **HPRS 1201 Introduction to Health Professions**

(2-1) (2 credits)

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

Course Fee \$32 Lab Fee \$56 Insurance Fee \$58

### **HPRS 2301 Pathophysiology**

(3-0) (3 credits)

Study of the pathology and general health management of diseases and injuries across the life span. Topics include

etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

Course Fee \$48

### **HPRS 2321 Medical Law and Ethics for Health Professionals**

(3-0) (3 credits)

Principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Includes current ethical issues related to the various healthcare professions and patient confidentiality.

**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$48

## **(HRPO) Human Resources Management and Personnel Administrations, General<sup>o</sup>**

### **HRPO 2301 Human Resources Management**

(3-0) (3 credits)

Behavioral and legal approaches to the management of human resources in organizations.

### **HRPO 2307 Organizational Behavior**

(3-0) (3 credits)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

## **(HTMS) Healthcare Technology and Medical Systems**

### **HTMS 3300 Legal Aspects of Healthcare Management**

(3-0) (3 credits)

The impact of laws and regulations in various healthcare organization contexts. Students will analyze local, state and federal healthcare laws and evaluate their applicability and effect on patient rights, care and confidentiality.

Upper-Level Fee \$90

### **HTMS 3301 Introduction to Healthcare Systems**

(3-0) (3 credits)

Introduction to the United States healthcare system and its components and complexities. The historical basis for the system's organization will be discussed, as well as the various modes of healthcare delivery and the ways it is organized and delivered.

Upper-Level Fee \$90

### **HTMS 3302 Quality Assurance and Risk Management**

(3-0) (3 credits)

An introduction to quality and risk management programs. Students will learn how to plan and implement a successful quality measurement program in a healthcare facility. Topics will include measuring and controlling quality, process improvement strategies, patient safety and risk, and how each of those threaten healthcare organizations today.

Upper-Level Fee \$90

### **HTMS 3303      Healthcare Revenue Cycle Management**

(3-0) (3 credits)

Revenue cycle management is the set of financial and operational processes, utilizing the electronic health record and billing and coding software that tracks patient care episodes from scheduling and registration to final payment of a balance. The students will be introduced to health insurance claim forms for various types of insurance plans and use this information as a practice management and outcomes assessment tool. Additional topics include billing and claims management issues.

Students will explore a range of tools and resources needed to optimize revenue cycle including how to verify insurance eligibility and determine benefit levels, the different claim forms and the importance of collecting accurate information for submission, how to successfully appeal denied claims, and more. Students will also learn how to effectively communicate to patients and provide exceptional customer service.

Upper-Level Fee \$90

### **HTMS 3305      Employment Law in Healthcare Management**

(3-0) (3 credits)

A study of various laws and regulations that determine the rights and obligations of employees and employers. Topics include the nature of the employment relationship and common law principles, prohibited discriminatory employment practices and other labor, and other labor and employment law.

Upper-Level Fee \$90

### **HTMS 3410      Healthcare Finance and Administrative Models**

(4-0) (4 credits)

This course is the study of healthcare financial management. Students will be introduced to the theory, concepts, and tools necessary to make financial decisions in a healthcare environment

Upper-Level Fee \$120

### **HTMS 4300      Global Health Systems**

(3-0) (3 credits)

An introduction to the current status and challenges of community and global health and the various healthcare delivery models. Students will look at some of today's most critical emerging health concerns and the importance of their impact on the world and their local environment.

Upper-Level Fee \$90

### **HTMS 4301      Healthcare Administration Capstone Course**

(3-0) (3 credits)

The purpose of this course is to prepare students to meet the challenges they will face in leadership, project management, and other roles of accountability and responsibility in the professional healthcare world. This course will be considered the "culminating experience" of the HTMS program. The students will integrate academic course work and practical experiences to develop a capstone project that encompasses skills that will allow them to transition from the academic

environment to the competitive healthcare management role. Students will create a capstone project that will allow them to function as "independent consultants" to define, analyze and recommend solutions to a healthcare business problem for a client preceptor. In the course of completing the project, students will explore and refine their own leadership strengths, and interpersonal skills.

**Prerequisite:** HTMS 3300, HTMS 3301, HTMS 3302, HTMS 3303, HTMS 3305, HTMS 3410, HTMS 4300, HTMS 4401, HTMS 4302, HTMS 4304 and HTMS 4306

Upper-Level Fee \$90

### **HTMS 4302      Healthcare Statistics and Data Analysis**

(3-0) (3 credits)

An introduction to the fundamentals of statistics and healthcare analytics. The course defines quality in the context of healthcare provider services, and evaluates performance improvement initiatives by federal mandate, accrediting bodies, and insurance payers. There is a strong emphasis on the role of analytics in improving healthcare.

Upper-Level Fee \$90

### **HTMS 4304      Seminar in Healthcare Administration**

(3-0) (3 credits)

Students will research, analyze, and present on selected areas of current administration and management issues in healthcare, working independently as a member of a team. Presentations will be submitted for each assigned topic.

Upper-Level Fee \$90

### **HTMS 4306      Comprehensive Program Review**

(3-0) (3 credits)

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

**Prerequisite:** HTMS 3300, HTMS 3301, HTMS 3302, HTMS 3303, HTMS 3305, HTMS 3410, HTMS 4300, HTMS 4401 and HTMS 4302

Upper-Level Fee \$90

### **HTMS 4401      Introduction to Healthcare Informatics**

(4-0) (4 credits)

An introduction to Health Informatics including definitions, theory, technologies, workflow and expectations in the informatics field, tools, and professional organizations. Students will be introduced to the electronics and information technology used during the course of patient care and the trends for the future as the demands and use of technology increase.

Upper-Level Fee \$120

## **(HUMA) Humanities<sup>◇</sup>**

### **HUMA 1301      Introduction to the Humanities I**

(3-0) (3 credits)

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

Course Content Access Fee \$33



**HUMA 1302 Introduction to the Humanities II***(3-0) (3 credits)*

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. A continuation of HUMA 1301.

**HUMA 2319 American Minority Studies***(3-0) (3 credits)*

This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

## **(HYDR) Hydraulics°**

**HYDR 1301 Rigging and Conveying Systems***(2-3) (3 credits)*

Introduction to directing and moving heavy objects, selecting the appropriate rigging equipment, in conjunction with the suitable hardware and lifting devices with an emphasis on inspection, use, and maintenance of rigging equipment.

**Prerequisite:** INMT 2301 with a grade of "C" or better

Course Fee \$24 Lab Fee \$84

**HYDR 1345 Hydraulics and Pneumatics***(2-3) (3 credits)*

Discussion of the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system.

**Prerequisite:** IEIR 1304 and [CBFM 1307 Power Plant Technology] or [CETT 1402 Industrial Maintenance Technology] with a grade of "C" or better

Course Fee \$24 Lab Fee \$84

## **(IEIR) Industrial Electronics Technology/Technician°**

**IEIR 1302 Introduction to Direct Current Circuits***(2-3) (3 credits)*

Fundamentals of direct current including Ohm's Law. Emphasis on methods of analyzing series, parallel, and combination circuits including measurement devices.

**Prerequisite:** TECM 1303 with a grade of "C" or better

Course Fee \$24 Lab Fee \$84

**IEIR 1304 Alternating Current Circuits for Industrial Applications***(2-3) (3 credits)*

Fundamentals of alternating current including series and parallel circuits, phasors, and capacitive and inductive networks. Discussion of circuit analysis and measurement.

**Prerequisite:** IEIR 1302 with a grade of "C" or better

Course Fee \$24 Lab Fee \$84

**IEIR 2388 Internship-Industrial Electronics Technology/Technician***(0-15) (3 credits)*

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

**Prerequisite:** TECM 1303, IEIR 1302, IEIR 1304, ELPT 1325 and CETT 1325 with a grade of "C" or better

Course Fee \$24

## **(IFWA) Institutional Food Workers°**

**IFWA 1218 Nutrition for the Food Service Professional***(2-0) (2 credits)*

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

Course Fee \$24

## **(IMED) Educational and Instructional Media Design°**

**IMED 1301 Introduction to Digital Media***(2-4) (3 credits)*

A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, Web page development, and interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations.

Course Fee \$30 Lab Fee \$84

**IMED 1316 Web Design I***(2-4) (3 credits)*

Instruction in web design and related graphic design including mark-up languages, web sites, and browser issues.

**Prerequisite:** IMED 1301 with a grade of "C" or better

Course Fee \$30 Lab Fee \$84

**IMED 1345 Interactive Digital Media I***(2-4) (3 credits)*

Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

**Prerequisite:** IMED 1301 with a grade of "C" or better

Course Fee \$30 Lab Fee \$84

**IMED 2311 Portfolio Development***(2-4) (3 credits)*

Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and job-seeking techniques. Students will choose from a variety of software packages to create a digital portfolio. This is a CAPSTONE course. This course is offered in the Spring only.

**Prerequisite:** ARTC 2305 with a grade of "C" or better

Course Fee \$30 Lab Fee \$84

**IMED 2315      Web Design II***(2-2) (3 credits)*

Mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites, according to accessibility standards, cultural appearance, and legal issues. This course is offered in the Spring only.

**Prerequisite:** IMED 1316 with a grade of "C" or better  
*Course Fee \$30    Lab Fee \$84*

## (INCR) Instrumentation Technology/Technician<sup>o</sup>

**INCR 1302      Physics of Instrumentation***(2-4) (3 credits)*

An introduction to simple pneumatic loops, pressure, temperature, level, and flow transmitters and the various transducers used in the detection of changes in process variables.

**Prerequisite:** IEIR 1304 with a grade of "C" or better  
*Course Fee \$24    Lab Fee \$84*

## (INMT) Manufacturing Technology/Technician<sup>o</sup>

**INMT 1191      Special Topics in Manufacturing Technology- Industrial Maintenance***(0-2) (1 credit)*

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**Co-requisite:** RBTC 2347

*Course Fee \$8    Lab Fee \$28*

**INMT 1305      Introduction to Industrial Maintenance***(2-3) (3 credits)*

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out.

*Course Fee \$24    Lab Fee \$84*

**INMT 2301      Machinery Installation***(2-3) (3 credits)*

Students utilize skills acquired in previous studies. Machinery foundation, locations, installation, and alignment activities are practiced and tested. Emphasis is on the various methods of shaft alignment including laser shaft alignment.

**Prerequisite:** ENER 1330 (Power Plant Technology) or INMT 1305 (Industrial Maintenance Technology) with a grade of "C" or better

*Course Fee \$24    Lab Fee \$84*

**INMT 2303      Pumps, Compressors and Mechanical Drives***(2-3) (3 credits)*

A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.

**Prerequisite:** ELMT 1301 with a grade of "C" or better  
*Course Fee \$24    Lab Fee \$84*

**INMT 2345      Industrial Troubleshooting***(2-3) (3 credits)*

An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.

**Prerequisite:** HYDR 1301, HYDR 1345, PFPB 2308, ELPT 2319, INMT 2303 and ELPT 2305 with a grade of "C" or better  
*Course Fee \$24    Lab Fee \$84*

**INMT 2388      Internship-Manufacturing Technology/Technician***(0-15) (3 credits)*

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

**Prerequisite:** CBFM 1307, HYDR 1301, HYDR 1345 and PFPB 2308 with a grade of "C" or better  
*Course Fee \$24*

## (INRW) Integrated Reading/Writing<sup>o</sup>

**INRW 0311      Integrated Reading/Writing I***(3-1) (3 credits)*

This course focuses on integration of critical reading and academic writing skills.

*Lab Fee \$60    Course Content Access Fee \$26*

## (INTC) Instrumentation Technology/Technician<sup>o</sup>

**INTC 1341      Principles of Automatic Control***(2-4) (3 credits)*

Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.

**Prerequisite:** INCR 1302 with a grade of "C" or better  
*Course Fee \$24    Lab Fee \$84*

**INTC 2333      Instrumentation Systems Installation***(2-3) (3 credits)*

Synthesis, application, and integration of instrument installation components. Includes a comprehensive final project.

**Prerequisite:** MFGT 1302 and RBTC 1347 with a grade of "C" or better  
*Course Fee \$24    Lab Fee \$84*

## (ITCC) System, Networking and LAN or WAN Management/Manager Cisco<sup>o</sup>

### **ITCC 1314 CCNA 1: Introduction to Networks**

(2-4) (3 credits)

This course covers networking architecture, structure, security, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

**Prerequisite:** ITNW 1325 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60

### **ITCC 1344 CCNA 2: Switching, Routing and Wireless Essentials**

(2-4) (3 credits)

Describes the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts; provides an in-depth understanding of how routers and switches operate and are implemented in the LAN environment.

**Prerequisite:** ITCC 1314 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60

### **ITCC 2320 CCNA 3: Enterprise Networking, Security, and Automation**

(2-4) (3 credits)

Describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasizes network security concepts and introduces network virtualization and automation.

**Prerequisite:** ITCC 1344 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60

## (ITDF) Computer and Information Systems Security/Information Assurance<sup>o</sup>

### **ITDF 1400 Introduction to Digital Forensics**

(2-4) (4 credits)

A study of the application of digital forensic technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations.

Course Fee \$33 Lab Fee \$80

## (ITMT) Computer Systems Networking and Telecommunications<sup>o</sup>

### **ITMT 2373 Windows Server Administration I**

(2-4) (3 credits)

This course focuses on the administrative tasks needed to install and maintain a Windows Server operating system including user and group management and active directory domain services. Topics include how to implement, configure and manage Active Directory, Group Policies, Organizational Units and networking services required for Active Directory.

**Prerequisite:** ITSC 1321 and ITNW 1325 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60 Course Content Access Fee \$150

### **ITMT 2374 Windows Server Administration II**

(2-4) (3 credits)

This course focuses on the advanced topics of virtualization and network services in a Windows Server environment. Topics include Hyper-V, Active Directory Federation Services, Virtual Private Networking, Load Balancing and Distributed File Systems.

**Prerequisite:** ITMT 2373 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60

## (ITNW) Computer Systems Networking and Telecommunications<sup>o</sup>

### **ITNW 1325 Fundamentals of Networking Technologies**

(2-4) (3 credits)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Course Fee \$33 Lab Fee \$60

### **ITNW 1358 Network+**

(2-4) (3 credits)

Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional.

**Prerequisite:** ITNW 1325 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60

### **ITNW 2354 Internet/Intranet Server**

(2-4) (3 credits)

Advanced concepts in the designing, installing, and administration of an Internet/Intranet server.

**Prerequisite:** ITMT 2373 and ITCC 1344 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60

## (ITSC) Computer and Information Sciences, General<sup>o</sup>

### **ITSC 1305 Introduction to PC Operating Systems**

(2-4) (3 credits)

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

Course Fee \$33 Lab Fee \$60

### **ITSC 1309 Integrated Software Applications I**

(2-4) (3 credits)

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Includes an orientation to personal computer hardware, practical skills involving the personal computer operating system and recommended practices for security data from loss.

Course Fee \$33 Lab Fee \$60 Course Content Access Fee \$100

### **ITSC 1321 Intermediate PC Operating Systems**

(2-4) (3 credits)

Custom operating system installation, configuration and troubleshooting, management of file systems, memory, storage, and peripheral devices.

**Prerequisite:** ITSC 1305 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60

### **ITSC 1325 Personal Computer Hardware**

(2-4) (3 credits)

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

Course Fee \$33 Lab Fee \$60

### **ITSC 2387 Internship – Computer Information Sciences, General**

(0-9) (3 credits)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

**Prerequisite:** ITMT 2373 and ITCC 1344 with a grade of "C" or better or concurrent enrollment

Course Fee \$33

## (ITSE) Computer Programming<sup>o</sup>

### **ITSE 1302 Computer Programming**

(2-4) (3 credits)

Introduction to computer programming including design, development, testing, implementation, and documentation.

Course Fee \$33 Lab Fee \$60

## (ITSW) Data Processing Technology/Technician<sup>o</sup>

### **ITSW 1301 Introduction to Word Processing**

(2-2) (3 credits)

An overview of the production of documents, tables, and graphics.

**Prerequisite:** Computer knowledge and keyboarding proficiency

Lab Fee \$60

### **ITSW 1304 Introduction to Spreadsheets**

(2-2) (3 credits)

Instruction in the concepts, procedures, and application of electronic spreadsheets.

**Prerequisite:** Computer knowledge

Lab Fee \$60

## (ITSY) Information Technology/Security<sup>o</sup>

### **ITSY 1300 Fundamentals of Information Security**

(2-4) (3 credits)

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

**Prerequisite:** ITSC 1325 and ITNW 1325 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60

### **ITSY 1342 Information Technology Security**

(2-4) (3 credits)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

**Prerequisite:** ITSY 1300 and ITNW 1325 with a grade of "C" or better

Course Fee \$33 Lab Fee \$60

### **ITSY 2441 Security Management Practices**

(2-4) (4 credits)

In-depth coverage of security management practices, including asset evaluation and management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.

Course Fee \$33 Lab Fee \$80

### **ITSY 2442 Incident Response and Handling**

(2-4) (4 credits)

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. Course Fee \$33 Lab Fee \$80

**ITSY 2443 Computer System Forensics***(2-4) (4 credits)*

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Collect, document, and evaluate evidence to perform postmortem analysis of a security breach.

**Prerequisite:** ITSY 2442 with a grade of "C" or better  
*Course Fee \$33 Lab Fee \$80*

**(JAPN) Japanese Language<sup>◇</sup>****JAPN 1411 Beginning Japanese I***(4-0) (4 credits)*

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. *Lab Fee \$80*

**JAPN 1412 Beginning Japanese II***(4-0) (4 credits)*

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**Prerequisite:** JAPN 1411 with a grade of "C" or better  
*Lab Fee \$80*

**JAPN 2311 Intermediate Japanese I***(3-0) (3 credits)*

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**Prerequisite:** JAPN 1412 with a grade of "C" or better

**JAPN 2312 Intermediate Japanese II***(3-0) (3 credits)*

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**Prerequisite:** JAPN 2311 with a grade of "C" or better

**(KINE) Kinesiology<sup>◇</sup>****KINE 1102 Athletics Conditioning***(0-3) (1 credit)*

Instruction and participation in physical and recreational activities, specifically conditioning for first semester, freshman year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

*Lab Fee \$20***KINE 1103 Athletics Conditioning***(0-3) (1 credit)*

Instruction and participation in physical and recreational activities, specifically conditioning for second semester, freshman year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

*Lab Fee \$20***KINE 1104 Physical Conditioning I***(0-3) (1 credit)*

Instruction and participation in physical and recreational activities, specifically the course will develop aerobic endurance, muscular strength and flexibility.

*Lab Fee \$20***KINE 1105 Physical Conditioning II***(0-3) (1 credit)*

Instruction and participation in physical and recreational activities, specifically the course will develop aerobic endurance, muscular strength and flexibility.

*Lab Fee \$20***KINE 1107 Tennis I***(0-3) (1 credit)*

Instruction and participation in physical and recreational activities, specifically tennis as an individual, as well as partner, sport skill course. The emphasis of this course is in instruction and practice of beginning tennis techniques and skills. The student will be introduced to the rules, strategies, scoring, and safety aspects needed to enjoy the game of tennis.

*Lab Fee \$20***KINE 1113 Physical Skills of Athletic Operations***(0-3) (1 credit)*

Students will perform hands-on tasks for the preparation, set up, facilitation and take down of an athletic event/operation.

*Lab Fee \$20***KINE 1136 Physical Skills of Athletic Trainers***(0-3) (1 credit)*

This course provides the fundamental physical skills used by successful athletic trainers.

*Lab Fee \$20***KINE 1141 Special Topics in Lifetime Activities I***(0-3) (1 credit)*

Instruction and participation in physical and recreational activities, specifically basic level skills in various lifetime sports/activities are presented. Rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate.

*Lab Fee \$20***KINE 1142 Rock Climbing I***(0-3) (1 credit)<sup>oo</sup>*

Instruction and participation in physical and recreational activities. The emphasis of this course is in the instruction and practice of basic rock climbing skills.

*Lab Fee \$20 Outdoor Education Fee \$35***KINE 1144 Paddlesports I***(0-3) (1 credit)*

Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of basic canoe and/or kayak paddling skills. Additional fee is required.

*Lab Fee \$20 Outdoor Education Fee \$35***KINE 1145 Backcountry Expeditioning I***(0-3) (1 credit)*

Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of basic

long term backcountry traveling and living skills and techniques. Additional fee is required.

*Lab Fee \$20 Outdoor Education Fee \$150*

**KINE 1147 Recreational Dance – Belles I**

(0-3) (1 credit)

Freshman Apache Belle participation and instruction in a variety of dance activities and techniques. Fall only.

*Lab Fee \$20*

**KINE 1148 Recreational Dance – Belles II**

(0-3) (1 credit)

Instruction and participation in folk, social, tap, or other dance forms. Freshman Apache Belle participation and instruction in a variety of dance activities and techniques. Spring only.

**Prerequisite:** KINE 1147 with a grade of “C” or better

*Lab Fee \$20*

**KINE 1149 Belle Conditioning**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically conditioning for first semester, freshman year of Apache Belles.

*Lab Fee \$20*

**KINE 1150 Belle Conditioning**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically conditioning for second semester, freshman year of Apache Belles.

*Lab Fee \$20*

**KINE 1164 Introduction to Physical Fitness & Wellness**

(1-1) (1 credit)

This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.

*Lab Fee \$20*

**KINE 1301 Foundations of Kinesiology**

(3-0) (3 credits)

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

**KINE 1308 Sports Officiating**

(3-0) (3 credits)

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.

**KINE 1321 Coaching/Sports/Athletics I**

(3-0) (3 credits)

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

**KINE 1338 Concepts of Physical Fitness**

(3-0) (3 credits)

This course is designed to familiarize students with knowledge, understanding and values of health-related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

**KINE 2101 Athletics Conditioning**

(0-3) (1 credit)

Conditioning for first semester sophomore year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

*Lab Fee \$20*

**KINE 2102 Athletics Conditioning**

(0-3) (1 credit)

Conditioning for second semester sophomore year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

*Lab Fee \$20*

**KINE 2109 Weight Training I**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically a beginning level muscular strength and endurance program.

*Lab Fee \$20*

**KINE 2118 Bowling I**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically introduction to bowling; covers rules, scoring, grips, approaches, deliveries and beginning aiming techniques.

*Lab Fee \$20 Facility Usage Fee \$50*

**KINE 2119 Martial Arts I**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically introduction to weaponless self-defense through the coordination of control, balance and technique.

*Lab Fee \$20*

**KINE 2127 Weight Training II**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically assumes basic knowledge of safety and lifting techniques; builds on these skills and expands lifting program developed in KINE 2109.

**Prerequisite:** KINE 2109 with a grade of “C” or better

*Lab Fee \$20*

**KINE 2135 Weight Training III**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically learning and practicing advanced weight training techniques.

**Prerequisite:** KINE 2127 with a grade of “C” or better

*Lab Fee \$20*

**KINE 2136      Weight Training IV**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically more practice in advanced weight training techniques.

**Prerequisite:** KINE 2135 with a grade of “C” or better  
*Lab Fee \$20*

**KINE 2147      Recreational Dance – Belles III**

(0-3) (1 credit)

Sophomore Apache Belles participation and instruction in a variety of dance activities and techniques, Fall only.

**Prerequisite:** KINE 1148 with a grade of “C” or better  
*Lab Fee \$20*

**KINE 2148      Recreational Dance – Belles IV**

(0-3) (1 credit)

Instruction and participation in folk, social, tap, or other dance forms. Sophomore Apache Belle participation and instruction in a variety of dance activities and techniques. Spring only.

**Prerequisite:** KINE 2147 with a grade of “C” or better  
*Lab Fee \$20*

**KINE 2149      Belle Conditioning**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically conditioning for first semester, sophomore year of Apache Belles.

*Lab Fee \$20*

**KINE 2150      Belle Conditioning**

(0-3) (1 credit)

Instruction and participation in physical and recreational activities, specifically conditioning for second semester, sophomore year of Apache Belles.

*Lab Fee \$20*

**KINE 2356      Care and Prevention of Athletic Injuries**

(3-0) (3 credits)

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

## (LGLA) Legal Assistant/Paralegal<sup>o</sup>

**LGLA 1119      Paralegal Ethics**

(1-0) (1 credit)

Presents ethical and legal responsibilities as well as rules of professional responsibility a paralegal owes to the public, the court, clients, and colleagues. Includes a review of the canons and codes. This course is offered in the Fall only.

**LGLA 1311      Introduction to Law**

(3-0) (3 credits)

Presents legal terminology relating to substantive areas of law and the federal and state judicial systems. Emphasizes the paralegal's role in the legal system. This course is offered in the Fall only.

**LGLA 1345      Civil Litigation**

(3-0) (3 credits)

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation. This course is offered in the Fall only.

**Prerequisite:** LGLA 1311 with a grade of “C” or better or concurrent enrollment

**LGLA 1349      Constitutional Law**

(3-0) (3 credits)

An overview of the United States Constitution and its articles, amendments, and judicial interpretations. Includes separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. This course is offered in the Fall only.

**Prerequisite:** LGLA 1311 with a grade of “C” or better or concurrent enrollment

**LGLA 1353      Wills, Trusts, and Probate Administration**

(3-0) (3 credits)

Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

**Prerequisite:** LGLA 1311 with a grade of “C” or better or concurrent enrollment

**LGLA 1355      Family Law**

(3-0) (3 credits)

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

**Prerequisite:** LGLA 1311 with a grade of “C” or better or concurrent enrollment

**LGLA 1403      Legal Research**

(3-3) (4 credits)

Presents legal research techniques emphasizing the paralegal's role. This course is offered in the Spring only.

*Lab Fee \$80*

**LGLA 1405      Legal Writing**

(3-3) (4 credits)

Fundamentals of legal writing techniques including case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.

This course is offered in the Fall only.

**Prerequisite:** ENGL 1301 and LGLA 1403 with a grade of “C” or better or concurrent enrollment

*Lab Fee \$80*

**LGLA 2305      Interviewing and Investigating**

(3-0) (3 credits)

A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills, and the paralegal's role in interviewing and investigating legal matters. This course is offered in the Spring only.

**LGLA 2307 Law Office Management**

(3-0) (3 credits)

Fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals. This course is offered in the Spring only.

**LGLA 2311 Business Organizations**

(3-0) (3 credits)

Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role. This course is offered in the Spring only.

**Prerequisite:** LGLA 1311 with a grade of "C" or better or concurrent enrollment

**LGLA 2313 Criminal Law and Procedures**

(3-0) (3 credits)

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

**LGLA 2315 Oil and Gas Law**

(3-0) (3 credits)

Presents fundamental concepts of oil and gas law, including relationships between landowners and oil and gas operators, government regulation, and documents used in the industry stressing the paralegal's role in oil and gas law.

**LGLA 2333 Advanced Legal Document Preparation**

(3-0) (3 credits)

Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

**LGLA 2337 Mediation**

(3-0) (3 credits)

Fundamental concepts of mediation and alternative dispute resolution emphasizing the paralegal's role assisting in the mediation process.

**LGLA 2380 Cooperative Education – Legal Assistant/Paralegal**

(1-15) (3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. This course is offered in the Spring only.

**Prerequisite:** LGLA 1403 with a grade of "C" or better, sophomore level and approval of both the department chair and an approved law office.

## (MATH) Mathematics<sup>♦</sup>

**MATH 0232 Contemporary Mathematics Co-requisite**

(2-1) (2 credits)

The course is a developmental math co-requisite course. The description and student learning outcomes follow the description and the student learning outcomes of the

Contemporary Mathematics course: Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

**Co-requisite:** MATH 1332

Course Content Access Fee \$96

**MATH 0314 College Algebra Co-requisite**

(3-0) (3 credits)

This course is a developmental math co-requisite course. The description and student learning outcomes follow the description and the student learning outcomes of the College Algebra course: In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

**Co-requisite:** MATH 1314

Course Content Access Fee \$96

**MATH 0324 Mathematics for Business & Social Sciences Co-requisite**

(3-0) (3 credits)

This course is a developmental math co-requisite course. The description and student learning outcomes follow the description and the student learning outcomes of the Mathematics for Business & Social Sciences course: The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

**Co-requisite:** MATH 1324

Course Content Access Fee \$96

**MATH 0342 Elementary Statistical Methods Co-requisite**

(3-0) (3 credits)

This course is a developmental math co-requisite course. The description and student learning outcomes follow the description and the student learning outcomes of the Elementary Statistical Methods course: Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

**Co-requisite:** MATH 1342

Course Content Access Fee \$96

**MATH 1314 College Algebra**

(3-0) (3 credits)

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of



equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

**TSI or TSIA2 Math Complete Required for Enrollment**

**MATH 1316 Plane Trigonometry**

(3-0) (3 credits)

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

**TSI or TSIA2 Math Complete Required for Enrollment**

**MATH 1324 Mathematics for Business & Social Sciences**

(3-0) (3 credits)

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

**MATH 1325 Calculus for Business & Social Sciences**

(3-0) (3 credits)

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

**Prerequisite:** MATH 1314/1414 or MATH 1324 with a grade of "C" or better

**MATH 1332 Contemporary Mathematics (Quantitative Reasoning)**

(3-0) (3 credits)

Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

**TSI or TSIA2 Math Complete Required for Enrollment**

**MATH 1342 Elementary Statistical Methods**

(3-0) (3 credits)

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

**TSI or TSIA2 Math Complete Required for Enrollment**

**MATH 1350 Mathematics for Teachers I (Fundamentals of Mathematics I)**

(3-0) (3 credits)

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory and properties of the various number systems with an emphasis on problem solving

and critical thinking.

**Prerequisite:** MATH 1314/1414 with a grade of "C" or better; or acceptable placement test score

**MATH 1351 Mathematics for Teachers II (Fundamentals of Mathematics II)**

(3-0) (3 credits)

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability and statistics with an emphasis on problem solving and critical thinking.

**Prerequisite:** MATH 1314/1414 with a grade of "C" or better; or acceptable placement test score

**MATH 1414 College Algebra**

(4-0) (4 credits)

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

**TSI or TSIA2 Math Complete Required for Enrollment**

**MATH 1442 Elementary Statistical Methods**

(4-0) (4 credits)

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

**TSI or TSIA2 Math Complete Required for Enrollment**

**MATH 2305 Discrete Mathematics**

(3-0) (3 credits)

A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.

**Prerequisite:** MATH 2413 with a grade of "C" or better

**MATH 2318 Linear Algebra**

(3-0) (3 credits)

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.

**Prerequisite:** MATH 2414 with a grade of "C" or better  
**TSI or TSIA2 Math Complete Required for Enrollment**

**MATH 2320 Differential Equations**

(3-0) (3 credits)

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions,

singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

**Prerequisite:** MATH 2414 with a grade of “C” or better

### **MATH 2412      Pre-Calculus Math**

(4-0) (4 credits)

In-depth study of algebra, trigonometry, and other topics for calculus readiness.

**Prerequisite:** Math 1314/1414 with a grade of “C” or better, or equivalent preparation, or acceptable placement test score

### **MATH 2413      Calculus I**

(4-0) (4 credits)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

**Prerequisite:** MATH 1314/1414 and MATH 1316, or MATH 2412 with a grade of “C” or better or acceptable placement test score

### **MATH 2414      Calculus II**

(4-0) (4 credits)

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

**Prerequisite:** MATH 2413 with a grade of “C” or better

### **MATH 2415      Calculus III**

(4-0) (4 credits)

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green’s Theorem, the Divergence Theorem, and Stokes’ Theorem.

**Prerequisite:** MATH 2414 with a grade of “C” or better

## **(MCHN) Machine Tool Technology/ Machinist<sup>o</sup>**

### **MCHN 1319      Manufacturing Materials and Processes**

(2-4) (3 credits)

A basic study of various materials used in the manufacturing industry and the chemical, physical, and mechanical properties of various materials. Emphasis on manufacturing processes, including casting, forming and machining.

**Prerequisite:** DFTG 2306 with a grade of “C” or better

Course Fee \$39    Lab Fee \$84

## **(MFGT) Manufacturing Engineering Technology/ Technician<sup>o</sup>**

### **MFGT 1191      Special Topics in Manufacturing Technology-Manufacturing Systems**

(0-2) (1 credit)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**Co-requisite:** MFGT 1302 and RBTC 1347

Course Fee \$8    Lab Fee \$28

### **MFGT 1302      Introduction to Automated Manufacturing**

(2-3) (3 credits)

Overview of automated manufacturing principles; including manufacturing process, control systems, and measurement theory.

**Co-requisite:** RBTC 1347 and MFGT 1191

Course Fee \$24    Lab Fee \$84

## **(MLAB) Clinical/Medical Laboratory Technician<sup>o</sup>**

### **MLAB 1201      Introduction to Clinical Laboratory Science**

(1-4) (2 credits)

An introduction to medical laboratory science, structure, equipment, and philosophy.

**Prerequisite:** Acceptance to MLT program or permission of the department chair

**Co-requisite:** MLAB 1415 and PLAB 1223

Course Fee \$34    Lab Fee \$56

### **MLAB 1227      Coagulation**

(1-2) (2 credits)

A course in coagulation theory, procedures, and practical applications. Includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods.

**Prerequisite:** MLAB 2534, MLAB 1311 and MLAB 1235 with a grade of “C” or better

**Co-requisite:** MLAB 2501 and MLAB 2431

Course Fee \$34    Lab Fee \$56

### **MLAB 1231      Parasitology/Mycology**

(1-2) (2 credits)

A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and safety.

**Prerequisite:** MLAB 2501, MLAB 2431 and MLAB 1227 with a grade of “C” or better

**Co-requisite:** MLAB 2466 and MLAB 2132

Course Fee \$34    Lab Fee \$56

**MLAB 1235 Immunology/Serology**

(1-4) (2 credits)

An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety.

**Prerequisite:** MLAB 1201, MLAB 1415 and PLAB 1223 with a grade of "C" or better

**Co-requisite:** MLAB 2534 and MLAB 1311

Course Fee \$34 Lab Fee \$56

**MLAB 1311 Urinalysis and Body Fluids**

(2-3) (3 credits)

An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety.

**Prerequisite:** MLAB 1201, MLAB 1415 and PLAB 1223 with a grade of "C" or better

**Co-requisite:** MLAB 2534 and MLAB 1235

Course Fee \$51 Lab Fee \$84 Insurance Fee \$58

**MLAB 1415 Hematology**

(2-6) (4 credits)

The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases.

**Prerequisite:** Acceptance to MLT program or permission of the department chair

**Co-requisite:** MLAB 1201 and PLAB 1223

Course Fee \$68 Lab Fee \$112

**MLAB 2132 Seminar in Medical Laboratory Technology**

(1-0) (1 credit)

Designed to reinforce didactic information with laboratory methodologies and to allow exploration of advanced techniques in medical laboratory technology.

**Prerequisite:** MLAB 2501, MLAB 2431 AND MLAB 1227 with a grade of "C" or better

**Co-requisite:** MLAB 2466 and MLAB 1231

Course Fee \$17

**MLAB 2431 Immunochemistry**

(3-4) (4 credits)

A study of blood antigens and antibodies. Presents quality control, basic laboratory technique and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components, and hemolytic disease of the newborn.

**Prerequisite:** MLAB 2534, MLAB 1311 and MLAB 1235 with a grade of "C" or better

**Co-requisite:** MLAB 2501 and MLAB 1227

Course Fee \$68 Lab Fee \$112

**MLAB 2466 Practicum I-Clinical/Medical Laboratory Technician**

(0-38) (4 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

**Prerequisite:** MLAB 2501, MLAB 2431 and MLAB 1227 with a grade of "C" or better

**Co-requisite:** MLAB 1231 and MLAB 2132

Course Fee \$68 Insurance Fee \$58

**MLAB 2501 Clinical Chemistry**

(3-6) (5 credits)

An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Includes quality control, reference values, and safety.

**Prerequisite:** MLAB 2534, MLAB 1311 and MLAB 1235 with a grade of "C" or better

**Co-requisite:** MLAB 2431 and MLAB 1227

Course Fee \$85 Lab Fee \$140

**MLAB 2534 Clinical Microbiology**

(3-6) (5 credits)

Instruction in the theory, practical application and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results.

**Prerequisite:** MLAB 1201, MLAB 1415 and PLAB 1223 with a grade of "C" or better

**Co-requisite:** MLAB 1311 and MLAB 1235

Course Fee \$85 Lab Fee \$140

## (MRKG) Marketing and Marketing Management, General<sup>o</sup>

**MRKG 1302 Principles of Retailing**

(3-0) (3 credits)

Introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques, and factors that influence retailing.

**MRKG 1311 Principles of Marketing**

(3-0) (3 credits)

Introduction to the marketing mix functions, and process. Includes identification of consumer and organizational needs, and explanation of environmental issues.

**MRKG 2312 e-Commerce Marketing**

(2-2) (3 credits)

Explore electronic tools utilized in marketing; focus on marketing communications in developing customer relationships.

Lab Fee \$60

**MRKG 2348 Marketing Research and Strategies**

(3-0) (3 credits)

Practical experiences in analyzing marketing studies using data-driven decision-making processes. Includes

interrelationships among the components of the marketing mix.

## (MUAP) Applied Music Individual Instruction<sup>♦</sup>

### Applied Music

Individual instruction in voice or brass, percussion, woodwind, string, or keyboard instruments. Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance or teaching should take private lessons for a concentration of two semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one semester hour credit each semester. In every case, one of the two private lessons each semester must be piano. All freshman piano secondaries must take piano class. All music majors must take a piano placement test. A student majoring in music should see a faculty advisor for help in completing a course plan. Students may also take private instrumental and vocal instruction as an elective.

Two semester hours credit would signify one hour of instruction per week. One semester hour would signify 30 minutes of instruction per week. The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog*.

The College is not obligated to furnish instruments

**Vocal and instrumental instruction is available as follows:**

#### Voice

The study of the art of singing in the bel canto style including breath control, vowel formation and other techniques of vocal production through vocal exercises and the study of literature from the English, Italian, German, French, and musical theatre repertoire.

#### Piano, Organ

(Music majors or electives with little or no piano experience should enroll in piano class.) Enables the student, for a major or concentration, to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.

**Organ Prerequisite:** Piano experience or permission from professor.

#### Guitar

Focuses on the classical technique, different positions on the fingerboard, proper fingering for both hands, major and minor scales, and reading and memorizing music using typical compositions by Carulli, Carcassi, Narvaez, Villa-Lobos and others.

#### Electric Bass

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the professor. Elective only.

#### Wind Instruments

Allows the student to improve playing skills, either as a member of an ensemble or soloist, through concentration on proper music fundamentals to improve tone quality, range, flexibility, and technique. A variety of classical repertoire, ranging from Baroque to modern day, is employed to develop and improve musicianship and overall control of the instrument.

### Percussion Instruments

Allows the student to improve playing skills, either as a member of an ensemble or soloist, through concentration on proper music fundamentals to improve physical technique and tone production on a wide variety of percussion instruments. A variety of repertoire is employed to develop and improve musicianship and overall control of the instrument.

### Secondary or Elective

(0.5-1) (1 credit)

MUAP 1101, 1102, 2101, 2102.....	Violin
MUAP 1103, 1104, 2103, 2104.....	Viola
MUAP 1109, 1110, 2109, 2110.....	Cello
MUAP 1113, 1114, 2113, 2114.....	Double Bass
MUAP 1115, 1116, 2115, 2116.....	Electric Bass
MUAP 1117, 1118, 2117, 2118.....	Flute
MUAP 1121, 1122, 2121, 2122.....	Oboe
MUAP 1125, 1126, 2125, 2126.....	Bassoon
MUAP 1129, 1130, 2129, 2130.....	Clarinet
MUAP 1133, 1134, 2133, 2134.....	Saxophone
MUAP 1137, 1138, 2137, 2138.....	Trumpet
MUAP 1141, 1142, 2141, 2142.....	French Horn
MUAP 1145, 1146, 2145, 2146.....	Trombone
MUAP 1149, 1150, 2149, 2150.....	Baritone
MUAP 1153, 1154, 2153, 2154.....	Tuba
MUAP 1157, 1158, 2157, 2158.....	Percussion
MUAP 1161, 1162, 2161, 2162.....	Guitar
MUAP 1165, 1166, 2165, 2166.....	Organ
MUAP 1169, 1170, 2169, 2170.....	Piano
MUAP 1181, 1182, 2181, 2182.....	Voice

### MUAP x1xx Courses have the following fees:

Course Fee \$7 Lab Fee \$20 Lesson Fee \$85

### Concentration or Elective

(1-2) (2 credits)

MUAP 1201, 1202, 2201, 2202.....	Violin
MUAP 1203, 1204, 2203, 2204.....	Viola
MUAP 1209, 1210, 2209, 2210.....	Cello
MUAP 1213, 1214, 2213, 2214.....	Double Bass
MUAP 1215, 1216, 2215, 2216.....	Electric Bass
MUAP 1217, 1218, 2217, 2218.....	Flute
MUAP 1221, 1222, 2221, 2222.....	Oboe
MUAP 1225, 1226, 2225, 2226.....	Bassoon
MUAP 1229, 1230, 2229, 2230.....	Clarinet
MUAP 1233, 1234, 2233, 2234.....	Saxophone
MUAP 1237, 1238, 2237, 2238.....	Trumpet
MUAP 1241, 1242, 2241, 2242.....	French Horn
MUAP 1245, 1246, 2245, 2246.....	Trombone
MUAP 1249, 1250, 2249, 2250.....	Baritone
MUAP 1253, 1254, 2253, 2254.....	Tuba
MUAP 1257, 1258, 2257, 2258.....	Percussion
MUAP 1261, 1262, 2261, 2262.....	Guitar

MUAP 1265, 1266, 2265, 2266 .....	Organ
MUAP 1269, 1270, 2269, 2270 .....	Piano
MUAP 1281, 1282, 2281, 2282 .....	Voice

**MUAP x2xx Courses have the following fees:**

Course Fee \$14 Lab Fee \$40 Lesson Fee \$110

## (MUEN) Music Ensemble<sup>o</sup>

### **MUEN 1127 Apache Band**

(1-4) (1 credit)

Meets in the fall semester and is an advanced performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events, performance tours, and other campus activities. Front ensemble must register for Apache Marching Band Section 02 only. Color guard must register for Apache Marching Band Section 03 only. Students may also receive physical education credit by enrolling in KINE 1102, 2101 concurrently with this course.

Course Fee \$7 Lab Fee \$20

### **MUEN 1128 Symphonic Band**

(1-4) (1 credit)

Meets during the spring semester and is a performance ensemble open to all students of the College who qualify by audition. Emphasis is placed primarily on preparation for various concert performances and other campus events. Students may also receive physical education credit by enrolling in KINE 1103 and 2102 concurrently with this course.

Course Fee \$7 Lab Fee \$20

### **MUEN 1129 Wind Ensemble**

(1-4) (1 credit)

An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

Course Fee \$7 Lab Fee \$20

### **MUEN 1130 Wind Ensemble**

(1-4) (1 credit)

An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

Course Fee \$7 Lab Fee \$20

### **MUEN 1131 Apache Pan Ensemble**

(1-2) (1 credit)

Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

Course Fee \$7 Lab Fee \$20

### **MUEN 1132 Apache Pan Ensemble**

(1-2) (1 credit)

Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

Course Fee \$7 Lab Fee \$20

### **MUEN 1133 Instrumental Chamber Ensemble**

(1-2) (1 credit)

Small instrumental ensembles including, but not limited to wind, string, percussion, piano, and mixed ensembles in various styles. Admission is by audition only.

Course Fee \$7 Lab Fee \$20

### **MUEN 1134 Instrumental Chamber Ensemble**

(1-2) (1 credit)

Small instrumental ensembles including, but not limited to wind, string, percussion, piano, and mixed ensembles in various styles. Admission is by audition only.

Course Fee \$7 Lab Fee \$20

### **MUEN 1136 Apache Indoor Percussion Theatre**

(1-2) (1 credit) A competitive and non-competitive performing ensemble consisting of a wide variety of percussion instruments and color guard. The show contains elements of musical performance, marching drill, and theatrical expression. Must be a member of Apache Marching Band. Admission by audition. Spring only.

Course Fee \$7 Lab Fee \$20

### **MUEN 1137 Guitar Ensemble**

(1-2) (1 credit)

A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.

**Co-requisite:** MUAP 1261 or 1262 or 2162 or 2262

Course Fee \$7 Lab Fee \$20

### **MUEN 1138 Guitar Ensemble**

(1-2) (1 credit)

A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.

**Co-requisite:** MUAP 1261 or 1262 or 2162 or 2262

Course Fee \$7 Lab Fee \$20

### **MUEN 1139 Jazz Ensemble**

(1-2) (1 credit)

An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the Big Band music of the 1920's to modern jazz of the present.

Course Fee \$7 Lab Fee \$20

**MUEN 1140 Jazz Ensemble***(1-2) (1 credit)*

An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the Big Band music of the 1920's to modern jazz of the present.

*Course Fee \$7 Lab Fee \$20***MUEN 1141 Concert Choir***(1-3) (1 credit)*

A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

*Course Fee \$7 Lab Fee \$20***MUEN 1142 Concert Choir***(1-3) (1 credit)*

A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

*Course Fee \$7 Lab Fee \$20***MUEN 1151 Chamber Singers***(1-2) (1 credit)*

An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

*Course Fee \$7 Lab Fee \$20***MUEN 1152 Chamber Singers***(1-2) (1 credit)*

An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

*Course Fee \$7 Lab Fee \$20***MUEN 1153 Harmony and Understanding***(1-2) (1 credit)*

An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

*Course Fee \$7 Lab Fee \$20***MUEN 1154 Harmony and Understanding***(1-2) (1 credit)*

An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

*Course Fee \$7 Lab Fee \$20***MUEN 2127 Apache Band***(1-4) (1 credit)*

Meets in the fall semester and is an advanced performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events, performance tours, and other campus activities. Front ensemble must register for Apache Marching Band Section 02 only. Color guard must register for Apache Marching Band Section 03 only. Students may also receive physical education credit by enrolling in KINE 1102 and 2101 concurrently with this course.

*Course Fee \$7 Lab Fee \$20***MUEN 2128 Symphonic Band***(1-4) (1 credit)*

Meets during the spring semester and is a performance ensemble open to all students of the College who qualify by audition. Emphasis is placed primarily on preparation for various concert performances and other campus events. Students may also receive physical education credit by enrolling in KINE 1103 and 2102 concurrently with this course.

*Course Fee \$7 Lab Fee \$20***MUEN 2129 Wind Ensemble***(1-4) (1 credit)*

An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

*Course Fee \$7 Lab Fee \$20***MUEN 2130 Wind Ensemble***(1-4) (1 credit)*

An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

*Course Fee \$7 Lab Fee \$20***MUEN 2131 Apache Pan Ensemble***(1-2) (1 credit)*

Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

*Course Fee \$7 Lab Fee \$20***MUEN 2132 Apache Pan Ensemble***(1-2) (1 credit)*

Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

*Course Fee \$7 Lab Fee \$20***MUEN 2133 Instrumental Chamber Ensemble***(1-2) (1 credit)*

Small instrumental ensembles including, but not limited to wind, string, percussion, piano, and mixed ensembles in various styles. Admission is by audition only.

*Course Fee \$7 Lab Fee \$20***MUEN 2134 Instrumental Chamber Ensemble***(1-2) (1 credit)*

Small instrumental ensembles including, but not limited to wind, string, percussion, piano, and mixed ensembles in various styles. Admission is by audition only.

*Course Fee \$7 Lab Fee \$20*

**MUEN 2136 Apache Indoor Percussion Theatre***(1-2) (1 credit)*

A competitive and non-competitive performing ensemble consisting of a wide variety of percussion instruments and color guard. The show contains elements of musical performance, marching drill, and theatrical expression. Must be a member of Apache Marching Band. Admission by audition. Spring only.

*Course Fee \$7 Lab Fee \$20***MUEN 2137 Guitar Ensemble***(1-2) (1 credit)*

A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.

**Co-requisite:** MUAP 1261 or 1262 or 2162 or 2262*Course Fee \$7 Lab Fee \$20***MUEN 2138 Guitar Ensemble***(1-2) (1 credit)*

A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.

**Co-requisite:** MUAP 1261 or 1262 or 2162 or 2262*Course Fee \$7 Lab Fee \$20***MUEN 2139 Jazz Ensemble***(1-2) (1 credit)*

An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the Big Band music of the 1920's to modern jazz of the present.

*Course Fee \$7 Lab Fee \$20***MUEN 2140 Jazz Ensemble***(1-2) (1 credit)*

An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the Big Band music of the 1920's to modern jazz of the present.

*Course Fee \$7 Lab Fee \$20***MUEN 2141 Concert Choir***(1-3) (1 credit)*

A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

*Course Fee \$7 Lab Fee \$20***MUEN 2142 Concert Choir***(1-3) (1 credit)*

A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

*Course Fee \$7 Lab Fee \$20***MUEN 2151 Chamber Singers***(1-2) (1 credit)*

An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

*Course Fee \$7 Lab Fee \$20***MUEN 2152 Chamber Singers***(1-2) (1 credit)*

An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

*Course Fee \$7 Lab Fee \$20***MUEN 2153 Harmony and Understanding***(1-2) (1 credit)*

An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

*Course Fee \$7 Lab Fee \$20***MUEN 2154 Harmony and Understanding***(1-2) (1 credit)*

An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

*Course Fee \$7 Lab Fee \$20*

## (MUSI) Music<sup>♦</sup>

**MUSI 1116 Sight Singing & Ear Training I***(2-1) (1 credit)*

Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony.

*Course Fee \$7 Lab Fee \$20***MUSI 1117 Sight Singing & Ear Training II***(2-1) (1 credit)*

Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony. Students are strongly encouraged to take this course concurrently with MUSI 1312.

**Prerequisite:** MUSI 1116 with a grade of "C" or better*Course Fee \$7 Lab Fee \$20***MUSI 1160 Italian Diction***(1-1) (1 credit)*

A study of the International Phonetic Alphabet (IPA) and its application to singing in Italian.

*Course Fee \$7 Lab Fee \$20***MUSI 1181 Piano Class I***(1-2) (1 credit)*

Beginning class instruction in the fundamentals of keyboard technique.

*Course Fee \$7 Lab Fee \$20 Course Content Access Fee \$30***MUSI 1182 Piano Class II***(1-2) (1 credit)*

Advanced beginning class instruction in the fundamentals of keyboard technique.

*Course Fee \$7 Lab Fee \$20 Course Content Access Fee \$30*

**MUSI 1183      Voice Class***(1-2) (1 credit)*

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Does not apply to a music major degree. *Course Fee \$7    Lab Fee \$20*

**MUSI 1306      Music Appreciation***(3-0) (3 credits)*

Understanding music through the study of cultural periods, major composers, and musical elements, illustrated with audio recordings and live performances. Course does not apply to a music major degree.

*Course Fee \$21***MUSI 1307      Music Literature***(3-1) (3 credits)*

A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

*Course Fee \$21    Lab Fee \$60***MUSI 1310      American Music***(3-0) (3 credits)*

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock and contemporary art music.

*Course Fee \$21***MUSI 1311      Music Theory I***(3-1) (3 credits)*

The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

*Course Fee \$21    Lab Fee \$60***MUSI 1312      Music Theory II***(3-1) (3 credits)*

The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard.

**Prerequisite:** MUSI 1311 with a grade of "C" or better  
*Course Fee \$21    Lab Fee \$60*

**MUSI 2116      Sight Singing & Ear Training III***(2-1) (1 credit)*

Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

**Prerequisite:** MUSI 1117 with a grade of "C" or better  
*Course Fee \$7    Lab Fee \$20*

**MUSI 2117      Sight Singing & Ear Training IV***(2-1) (1 credit)*

Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony.

**Prerequisite:** MUSI 2116 with a grade of "C" or better

**NOTE:** The maximum SCH combination of Theory and Sight Singing and Ear Training is 4 SCH. An institution offering Theory III at 3 SCH must offer Sight Singing and Ear Training at 1 SCH for a total of 4 SCH for the combination. Likewise, an institution may select Theory III at 2 SCH and may select Sight Singing and Ear Training III at 2 SCH for a maximum of 4 SCH for the combination.

*Course Fee \$7    Lab Fee \$20***MUSI 2311      Music Theory III***(3-1) (3 credits)*

Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. Optional correlated study at the keyboard. Required of music and fine arts music majors. Students are strongly encouraged to take this course concurrently with MUSI 2116.

**Prerequisite:** MUSI 1312 with a grade of "C" or better

*Course Fee \$21    Lab Fee \$60***MUSI 2312      Music Theory IV***(3-1) (3 credits)*

Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard. Required of music and fine arts music majors. Students are strongly encouraged to take this course concurrently with MUSI 2117.

**Prerequisite:** MUSI 2311 with a grade of "C" or better

*Course Fee \$21    Lab Fee \$60*

## (NCBO) Non-Course Competency-Based Options<sup>◇</sup>

**NCBO 0010      Base NCBO Mathematics***(0-2) (0 credits)*

The BASE NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

*NCBO Fee \$85***NCBO 0020      Base NCBO Integrated Reading and Writing***(0-2) (0 credits)*

Integration of critical reading and academic writing skills.

*NCBO Fee \$85*



# (OPTS) Optometric Technician/Assistant<sup>o</sup>

## **OPTS 1292 Special Topics in Optical Technician/Assistant**

(1-2) (2 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**Co-requisite:** OPTS 1311, OPTS 2341, OPTS 1501, OPTS 1315 and OPTS 1305

Course Fee \$38 Lab Fee \$56

## **OPTS 1305 Geometric Optics**

(3-0) (3 credits)

Introduction to the history and physics of the electromagnetic spectrum with emphasis on the reflection and refraction of light from flat and curved mirrors, prisms, and single and compound lens systems.

**Co-requisite:** OPTS 1292, OPTS 2341, OPTS 1501, OPTS 1315 and OPTS 1311

Course Fee \$57

## **OPTS 1309 Ophthalmic Laboratory I**

(2-4) (3 credits)

Emphasis on the finishing portion (bench) of the fabrication of spectacles. Topics include mark-up, blocking, edging, beveling, impact resistance, tinting, insertion, and inspection of single vision and multi-focal lenses.

**Pre-requisite:** OPTS 1311, OPTS 2341, OPTS 1501, OPTS 1315, OPTS 1305 and OPTS 1292 with a grade of "C" or better

**Co-requisite:** OPTS 2345, OPTS 2531, OPTS 2335, OPTS 1319 and OPTS 2166

Course Fee \$57 Lab Fee \$84

## **OPTS 1311 The Visual System**

(3-0) (3 credits)

Overview of the visual system including the anatomy and physiology of the eye, related structures, and diseases.

**Co-requisite:** OPTS 1292, OPTS 2341, OPTS 1501, OPTS 1315 and OPTS 1305

Course Fee \$57

## **OPTS 1315 Basic Contact Lenses**

(2-2) (3 credits)

Introduction to contact lens theory and practice. Topics include the history, development, and manufacture of contact lenses; lens materials, designs, fitting, and care techniques; as well as skills necessary for the accurate measurement of lens parameters.

**Co-requisite:** OPTS 1292, OPTS 2341, OPTS 1501, OPTS 1311 and OPTS 1305

Course Fee \$57 Lab Fee \$84

## **OPTS 1319 Vision Care Office Procedures**

(3-0) (3 credits)

Overview of procedures used in an optical, optometric, or ophthalmological, office. Instruction on government, third

party, and other managed care insurance claim forms, maintenance of patient records, safety regulations, correspondences and ethics.

**Prerequisite:** OPTS 1305, OPTS 1292, OPTS 1311, OPTS 1315, OPTS 1501, and OPTS 2341 with a grade of "C" or better

**Co-requisite:** OPTS 1309, OPTS 2166, OPTS 2335, OPTS 2345, and OPTS 2531

Course Fee \$57

## **OPTS 1501 Ophthalmic Dispensing**

(4-3) (5 credits)

Introduction to the basic principles of frame selection, styling, refractive errors, lens design, the use of tools and instruments used to measure and make adjustments necessary to properly dispense spectacles.

**Co-requisite:** OPTS 1311, OPTS 2341, OPTS 1292, OPTS 1315 and OPTS 1305

Course Fee \$95 Lab Fee \$140

## **OPTS 2166 Practicum I-Opticianry/Ophthalmic Dispensing Optician**

(0-7) (1 credit)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Pre-requisite:** OPTS 1311, OPTS 2341, OPTS 1501, OPTS 1315, OPTS 1305 and OPTS 1292 with a grade of "C" or better

**Co-requisite:** OPTS 2345, OPTS 2531, OPTS 2335, OPTS 1319 and OPTS 1309

Course Fee \$19 Insurance Fee \$58

## **OPTS 2266 Practicum II-Opticianry/Ophthalmic Dispensing Optician**

(0-15) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Pre-requisite:** OPTS 1309, OPTS 2166, OPTS 2335, OPTS 2345, and OPTS 2531

Course Fee \$38 Insurance Fee \$58

## **OPTS 2335 Advanced Contact Lenses**

(2-2) (3 credits)

Emphasizes the knowledge and skills necessary to assist the practitioner in the dispensing, evaluation, and care of soft, rigid, toric, multi-focal, therapeutic, and other specialty contact lenses.

**Pre-requisite:** OPTS 1311, OPTS 2341, OPTS 1501, OPTS 1315, OPTS 1305 and OPTS 1292 with a grade of "C" or better

**Co-requisite:** OPTS 2345, OPTS 2531, OPTS 1309, OPTS 1319 and OPTS 2166

Course Fee \$57 Lab Fee \$84

## **OPTS 2341 Ophthalmic Techniques**

(2-4) (3 credits)

Presentation of information and practical training in the techniques necessary to properly assist the eye practitioner. Topics include visual acuity assessments and performance of various preliminary diagnostic tests.

**Co-requisite:** OPTS 1311, OPTS 1292, OPTS 1501, OPTS 1315 and OPTS 1305 Course Fee \$57 Lab Fee \$84

**OPTS 2345      Advanced Ophthalmic Techniques***(2-4) (3 credits)*

Continuation of Ophthalmic Techniques. Introduction to principles and techniques of various diagnostic evaluations. Topics include refractometry and retinoscopy, ophthalmic photography, applanation tonometry, and advanced clinical assessments. An overview of standardized tools prevalent in the field will be covered.

**Pre-requisite:** OPTS 1311, OPTS 2341, OPTS 1501, OPTS 1315, OPTS 1305 and OPTS 1292 with a grade of "C" or better

**Co-requisite:** OPTS 1309, OPTS 2531, OPTS 2335, OPTS 1319 and OPTS 2166

Course Fee \$57    Lab Fee \$84

**OPTS 2531      Advanced Ophthalmic Dispensing***(5-1) (5 credits)*

Advanced study of the procedures necessary to dispense eyewear. Topics include lens aberrations, magnification, tilt, reflection, absorption and transmission, advanced lens materials, high-powered prescription considerations, and partial vision.

**Pre-requisite:** OPTS 1311, OPTS 2341, OPTS 1501, OPTS 1315, OPTS 1305 and OPTS 1292 with a grade of "C" or better

**Co-requisite:** OPTS 2345, OPTS 1309, OPTS 2335, OPTS 1319 and OPTS 2166

Course Fee \$95    Lab Fee \$140

## (OTHA) Occupational Therapist Assistant<sup>o</sup>

**OTHA 1260      Clinical-Occupational Therapy Assistant I***(0-6) (2 credits)*

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisite:** OTHA 1301, OTHA 1309, OTHA 1315 and OTHA 1341 with a grade of "C" or better

**Co-requisite:** OTHA 1353, OTHA 2301 and OTHA 2309  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50    Insurance Fee \$58

**OTHA 1301      Introduction to Occupational Therapy***(3-0) (3 credits)*

Introduction to the historical development and philosophy of the profession of occupational therapy. Emphasis on the roles and functions of the occupational therapy assistant in current health care environments including moral, legal, and ethical issues.

**Prerequisite:** BIOL 2404, ENGL 1301 and PSYC 2314 with a grade of "C" or better

**Co-requisite:** OTHA 1309, OTHA 1315 and OTHA 1341  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75

**OTHA 1309      Human Structure and Function in Occupational Therapy***(2-2) (3 credits)*

Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures.

**Prerequisite:** BIOL 2404, ENGL 1301 and PSYC 2314 with a grade of "C" or better

**Co-requisite:** OTHA 1301, OTHA 1315 and OTHA 1341  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75    Lab Fee \$84

**OTHA 1315      Therapeutic Use of Occupations or Activities I***(2-2) (3 credits)*

Various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.

**Prerequisite:** BIOL 2404, ENGL 1301 and PSYC 2314 with a grade of "C" or better

**Co-requisite:** OTHA 1301, OTHA 1309 and OTHA 1341  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75    Lab Fee \$84

**OTHA 1341      Occupational Performance from Birth through Adolescence***(2-3) (3 credits)*

Occupational performance of newborns through adolescents. Includes frames of reference, evaluation tools and techniques, and intervention strategies.

**Prerequisite:** BIOL 2404, ENGL 1301 and PSYC 2314 with a grade of "C" or better

**Co-requisite:** OTHA 1301, OTHA 1309 and OTHA 1315  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75    Lab Fee \$84

**OTHA 1353      Occupational Performance for Elders***(2-3) (3 credits)*

Occupational performance of elders. Includes frames of reference, evaluation tools and techniques, and intervention strategies.

**Prerequisite:** OTHA 1301, OTHA 1309, OTHA 1315 and OTHA 1341 with a grade of "C" or better

**Co-requisite:** OTHA 1260, OTHA 2301 and OTHA 2309  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75    Lab Fee \$84

**OTHA 1419      Therapeutic Interventions I***(3-2) (4 credits)*

Concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Emphasizes the occupational

therapy assistant's role in the OT process.

**Prerequisite:** OTHA 1260, OTHA 1353, OTHA 2301 and OTHA 2309 with a grade of "C" or better

**Co-requisite:** OTHA 2261

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$100 Lab Fee \$112

**OTHA 2261 Clinical-Occupational Therapy Assistant II**

(0-6) (2 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisite:** OTHA 1260, OTHA 1353, OTHA 2301, and OTHA 2309 with a grade of "C" or better

**Co-requisite:** OTHA 1419

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50 Insurance Fee \$58

**OTHA 2262 Clinical-Occupational Therapy Assistant III**

(0-6) (2 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisite:** OTHA 1419 and OTHA 2261 with a grade of "C" or better

**Co-requisite:** OTHA 2302, OTHA 2305 and OTHA 2335

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50 Insurance Fee \$58

**OTHA 2266 Practicum (or Field Experience)-Occupational Therapy Assistant I**

(0-20) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** OTHA 2262, OTHA 2302, OTHA 2305 and OTHA 2335 with a grade of "C" or better

**Co-requisite:** OTHA 2267

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50 Insurance Fee \$58

**OTHA 2267 Practicum (or Field Experience)-Occupational Therapy Assistant II**

(0-20) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** OTHA 2262, OTHA 2302, OTHA 2305 and OTHA 2335 with a grade of "C" or better

**Co-requisite:** OTHA 2266

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50

**OTHA 2301 Pathophysiology in Occupational Therapy**

(3-0) (3 credits)

Pathology and general health management of diseases and injuries across the lifespan encountered in occupational therapy treatment settings. Includes etiology, symptoms, and the client's physical and psychological reactions to disease and injury.

**Prerequisite:** OTHA 1301, OTHA 1309, OTHA 1315 and OTHA 1341 with a grade of "C" or better

**Co-requisite:** OTHA 1260, OTHA 1353 and OTHA 2309

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75

**OTHA 2302 Therapeutic Use of Occupations or Activities II**

(2-3) (3 credits)

Emphasis on advanced techniques and applications used in traditional and nontraditional practice settings.

**Prerequisite:** OTHA 1419 and OTHA 2261 with a grade of "C" or better

**Co-requisite:** OTHA 2335, OTHA 2305 and OTHA 2262

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75 Lab Fee \$84 Supply Fee \$170

**OTHA 2305 Therapeutic Interventions II**

(2-3) (3 credits)

Emphasis on current rehabilitative interventions.

**Prerequisite:** OTHA 1419 and OTHA 2261 with a grade of "C" or better

**Co-requisite:** OTHA 2262, OTHA 2302 and OTHA 2335

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75 Lab Fee \$84

**OTHA 2309 Mental Health in Occupational Therapy**

(2-3) (3 credits)

Promotion of mental health and wellness through occupational therapy. Topics include theory and intervention strategies to enhance occupational performance.

**Prerequisite:** OTHA 1301, OTHA 1309, OTHA 1315 and OTHA 1341 with a grade of "C" or better

**Co-requisite:** OTHA 1260, OTHA 1353 and OTHA 2301

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75 Lab Fee \$84 Supply Fee \$45

**OTHA 2335 Health Care Management in Occupational Therapy**

(3-0) (3 credits)

Explores the roles of the occupational therapy assistant in health care delivery. Topics include documentation, reimbursement, credentialing, ethical standards, health care team role delineation, and management.

**Prerequisite:** OTHA 1419 and OTHA 2261 with a grade of "C" or better

**Co-requisite:** OTHA 2262, OTHA 2302 and OTHA 2305

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment Course Fee \$75

# (PBAD) Public Administration and Services<sup>o</sup>

## **PBAD 1321 Public Administration**

(3-0) (3 credits)

An introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies.

## **PBAD 1341 Governmental Agencies**

(3-0) (3 credits)

An overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

## **PBAD 1392 Special Topics in Public Administration**

(3-0) (3 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

## **PBAD 2301 Public Relations in the Public Sector**

(3-0) (3 credits)

Skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists. Topics include maintaining positive public image, relating organizational policies to the public interest, and conducting public information programs.

## **PBAD 2305 Public Sector Management**

(3-0) (3 credits)

General principles of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management.

## **PBAD 2311 Public Sector Supervision**

(3-0) (3 credits)

Skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork.

## **PBAD 2331 Budgeting in the Public Sector**

(3-0) (3 credits)

Examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting.

## **PBAD 2335 Ethics in the Public Sector**

(3-0) (3 credits)

Examination of reconciling the practice of public administration with provisions of law. Topics include codes of

conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

## **PBAD 2339 Human Resource Management in the Public Sector**

(3-0) (3 credits)

Examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

## **PBAD 2365 Practicum (or Field Experience)-Public Administration**

(1-20) (3 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Insurance Fee \$10

# (PFPB) Pipefitting/Pipefitter and Sprinkler Fitter<sup>o</sup>

## **PFPB 2308 Piping Standards and Materials**

(2-3) (3 credits)

Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.

**Prerequisite:** CBFM 1307 with a grade of "C" or better

Course Fee \$24 Lab Fee \$84

# (PHED) Physical and Health Education<sup>o</sup>

## **PHED 1304 Personal/Community Health**

(3-0) (3 credits)

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

## **PHED 1306 First Aid**

(3-0) (3 credits)

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

CPR Course Fee \$58

## **PHED 1346 Drug Use & Abuse**

(3-0) (3 credits)

Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.

## (PHIL) Philosophy<sup>◇</sup>

### **PHIL 1301 Introduction to Philosophy**

(3-0) (3 credits)

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

Course Content Access Fee \$60

### **PHIL 1304 Introduction to World Religions**

(3-0) (3 credits)

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

Course Content Access Fee \$40

### **PHIL 2303 Introduction to Formal Logic**

(3-0) (3 credits)

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

### **PHIL 2306 Introduction to Ethics**

(3-0) (3 credits)

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

Course Content Access Fee \$24

## (PHTC) Commercial Photography<sup>◊</sup>

### **PHTC 1311 Fundamentals of Photography**

(2-4) (3 credits)

An introduction to camera operation and image production, composition, correct exposure and proper lighting.

Course Fee \$30 Lab Fee \$84

### **PHTC 1345 Illustrative Photography I**

(2-4) (3 credits)

Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques of production photography, reproduction principles, illustrative techniques, and advertising.

**Prerequisite:** PHTC 1311 with a grade of "C" or better

Course Fee \$30 Lab Fee \$84

## (PHYS) Physics<sup>◇</sup>

### **PHYS 1401 College Physics I**

(3-3) (4 credits)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws

of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problems solving.

**Prerequisite:** MATH 1314/1414 and MATH 1316, or MATH 2412 with a grade of "C" or better

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$28 Lab Fee \$80

### **PHYS 1402 College Physics II**

(3-3) (4 credits)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

**Prerequisite:** PHYS 1401 with a grade of "C" or better

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$28 Lab Fee \$80

### **PHYS 1403 Stars and Galaxies**

(3-3) (4 credits)

Study of stars, galaxies, and the universe outside our solar system. An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

Course Fee \$28 Lab Fee \$80

### **PHYS 1404 Solar System**

(3-3) (4 credits)

Study of the sun and its solar system, including its origin. An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

Course Fee \$28 Lab Fee \$80

### **PHYS 1405 Elementary Physics I**

(3-3) (4 credits)

Conceptual level survey of topics in Physics intended for liberal arts, elementary education and other non-science majors.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

Course Fee \$28 Lab Fee \$80

### **PHYS 2425 University Physics I**

(3-3) (4 credits)

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and

applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

**Prerequisite:** MATH 2413 with a grade of “C” or better  
TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment

Course Fee \$28 Lab Fee \$80

### **PHYS 2426 University Physics II**

(3-3) (4 credits)

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

**Prerequisite:** PHYS 2425 with a grade of “C” or better and MATH 2414 with a grade of “C” or better or concurrent enrollment in MATH 2414

TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment

Course Fee \$28 Lab Fee \$80

## **(PLAB) Phlebotomy<sup>o</sup>**

### **PLAB 1223 Phlebotomy**

(1-4) (2 credits)

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

**Prerequisite:** Acceptance to program or permission of the department chair

**Co-requisite:** MLAB 1201 and MLAB 1415

Course Fee \$34 Lab Fee \$56 Insurance Fee \$58

## **(POFI) Information Processing/Data Entry Technician<sup>o</sup>**

### **POFI 2340 Advanced Word Processing**

(2-2) (3 credits)

Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to

be repeated multiple times to improve student proficiency.

**Prerequisite:** ITSW 1301 with a grade of “C” or better

Lab Fee \$60

## **(POFM) Medical Administrative/Executive Assistant and Medical Secretary<sup>o</sup>**

### **POFM 1291 Special Topics in Medical Administrative Assistant: Revenue Cycle & Denials Management**

(2-0) (2 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Students will analyze the process of successfully appealing healthcare claims' denials by learning effective strategies focused on documentation requirements, prior authorizations, managing payer overpayment demands, and understanding medical necessity compliance.

**Prerequisite:** POFM 1300 and POFM 1327 with a grade of “C” or better

### **POFM 1300 Basic Medical Coding**

(3-0) (3 credits)

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

**Prerequisite:** HITT 1305 with a grade of “C” or better

### **POFM 1302 Medical Software Applications**

(2-2) (3 credits)

Medical software applications for the management and operation of health care information systems.

**Prerequisite:** POFM 1317 and POFM 1327 with a grade of “C” or better

Lab Fee \$60

### **POFM 1317 Medical Administrative Support**

(3-0) (3 credits)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third-party reimbursement.

### **POFM 1327 Medical Insurance**

(3-0) (3 credits)

Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal and ethical issues.

Course Content Access Fee \$129

**POFM 2280 Cooperative Education-Medical Administrative/Executive Assistant and Medical Secretary**

(1-7) (2 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**Prerequisite:** POFT 1313 and POFM 1302 with a grade of "C" or better

**POFM 2310 Intermediate Medical Coding**

(3-0) (3 credits)

Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.

**Prerequisite:** POFM 1327 and POFM 1300 with a grade of "C" or better

## (POFT) Administrative Assistant/Secretarial Science, General<sup>o</sup>

**POFT 1301 Business English**

(3-0) (3 credits)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

**POFT 1313 Professional Workforce Preparation**

(3-0) (3 credits)

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

**Prerequisite:** POFM 1317 and ITSW 1301 with a grade of "C" or better

**POFT 1321 Business Math**

(3-0) (3 credits)

Fundamentals of business mathematics including analytical and critical thinking skills.

## (PSGT) Polysomnography<sup>o</sup>

**PSGT 1160 Clinical-Polysomnography I**

(0-6) (1 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Co-requisite:** PSGT 1300 and PSGT 1310

Course Fee \$19 Insurance Fee \$58

**PSGT 1300 Polysomnography I**

(2-2) (3 credits)

Introduction to polysomnographic technology. Includes terminology, instrumentation, patient safety, infection control,

recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions.

**Co-requisite:** PSGT 1160 and PSGT 1310

Course Fee \$57 Lab Fee \$84

**PSGT 1310 Neuroanatomy & Physiology**

(3-0) (3 credits)

Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders.

**Co-requisite:** PSGT 1160 and PSGT 1300

Course Fee \$57

**PSGT 2205 Sleep Scoring & Staging**

(1-2) (2 credits)

Development of skills for sleep scoring, staging, and record preparation.

**Prerequisite:** PSGT 1300 with a grade of "C" or better

**Co-requisite:** PSGT 2411

Course Fee \$38 Lab \$56

**PSGT 2360 Clinical Polysomnography II**

(0-14) (3 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisite:** PSGT 1160, PSGT 2205 and PSGT 2411 with a grade of "C" or better

Course Fee \$57 Insurance Fee \$58

**PSGT 2411 Polysomnography II**

(2-6) (4 credits)

Current practices in polysomnography. Includes the use of specialized equipment used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders, theory of testing and treatment procedures, and analysis of polysomnography data.

**Prerequisite:** PSGT 1300 with a grade of "C" or better

**Co-requisite:** PSGT 2205

Course Fee \$76 Lab Fee \$112

## (PSTR) Baking and Pastry Arts/Baker/Pastry Chef<sup>o</sup>

**PSTR 1301 Fundamentals of Baking**

(2-4) (3 credits)

Fundamentals of baking including dough, quick breads, pies, cakes, cookies and tarts. Instruction in flours, fillings and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, function of ingredients, and the evaluation of baked products.

**Co-requisite:** CHEF 1205 and CHEF 1301

Course Fee \$36 Lab Fee \$84

**PSTR 1305 Breads and Rolls**

(2-4) (3 credits)

Concentration on fundamentals of chemically and yeast raised breads and rolls. Instruction on commercial preparation of a wide variety of products.

**Prerequisite:** PSTR 1301, CHEF 1205 and CHEF 1301 with a grade of "C" or better

Course Fee \$36 Lab Fee \$84

**PSTR 1306      Cake Decorating I***(2-3) (3 credits)*

Introduction to skills, concepts and techniques of cake decorating.

**Prerequisite:** PSTR 1301, CHEF 1205 and CHEF 1301 with a grade of "C" or better

Course Fee \$36    Lab Fee \$84

**PSTR 1310      Pies, Tarts, Teacakes and Cookies***(2-3) (3 credits)*

Focus on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters. Instruction of finishing and presentation techniques.

**Prerequisite:** PSTR 1301, CHEF 1205 and CHEF 1301 with a grade of "C" or better

Course Fee \$36    Lab Fee \$84

**PSTR 2301      Chocolates and Confections***(2-4) (3 credits)*

Production and decoration of traditional truffles, marzipan, molded and hand-dipped chocolate, caramels, nougats and pate de fruit.

**Prerequisite:** PSTR 1301, CHEF 1205 and CHEF 1301 with a grade of "C" or better

Course Fee \$36    Lab Fee \$84

**PSTR 2307      Cake Decorating II***(2-3) (3 credits)*

A course in decoration of specialized and seasonal products.

**Prerequisite:** PSTR 1306 with a grade of "C" or better

Course Fee \$36    Lab Fee \$84

**PSTR 2431      Advanced Pastry Shop***(2-4) (4 credits)*

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.

**Prerequisite:** PSTR 1301, CHEF 1205 and CHEF 1301 with a grade of "C" or better

Course Fee \$48    Lab Fee \$112

## **(PSYC) Psychology<sup>◇</sup>**

**PSYC 2301      General Psychology***(3-0) (3 credits)*

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**PSYC 2306      Human Sexuality***(3-0) (3 credits)*

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as SOCI 2306) **TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**PSYC 2314      Lifespan Growth & Development***(3-0) (3 credits)*

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

**PSYC 2317      Statistical Methods in Psychology***(3-0) (3 credits)*

This course covers descriptive and inferential statistics used in psychological research and assessment. It includes measurement; characteristics of distributions; measures of central tendency and variability; transformed scores; correlation and regression; probability theory; and hypotheses testing and inference. (PSYC 2317 is included in the Psychology Field of Study.)

**Prerequisite:** PSYC 2301 and MATH 1314/1414

**TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment**

**PSYC 2319      Social Psychology***(3-0) (3 credits)*

Study of individual behavior within the social environment. Topics may include socio-psychological processes, attitude formation and change, interpersonal relations, group processes, self, social cognition and research methods. (PSYC 2319 is included in the Psychology Field of Study.)

**Prerequisite:** PSYC 2301

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**PSYC 2320      Abnormal Psychology***(3-0) (3 credits)*

This course provides an introduction to the psychological, biological, and socio-cultural factors involved in the development, diagnosis, and treatment of psychological disorder. It includes a review of the historical understanding of abnormal behavior and the development of modern diagnostic systems. It includes discussion of psychological research and practice as it relates to mental health and psychological functioning, as well as legal and ethical issues. (PSYC 2320 is included in the Psychology Field of Study.)

**Prerequisite:** PSYC 2301

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

**PSYC 2330      Biological Psychology***(3-0) (3 credits)*

An introduction to the biological bases of behavior. Topics include evolution, genetics, research methods in behavioral neuro-science, motivation and emotion, sensation and perception, learning and memory, lifespan development, cognition, psychological disorders, and other complex behaviors. (PSYC 2330 is included in the Psychology Field of Study.)

**Prerequisite:** PSYC 2301

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**



**PSYC 2389 Academic Cooperative**

(3-0) (3 credits)

An instructional program designed to integrate on-campus study with applied experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior, social institutions and mental illnesses. Specifically, PSYC 2389 will present special topics in personality disorders, psychological disorders, and interpersonal adjustment and problems.

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

## (PTHA) Physical Therapist Technician/Assistant<sup>o</sup>

**PTHA 1225 Communication in Health Care**

(1-2) (2 credits)

Communication theories and principles for optimal delivery of health care.

**Prerequisite:** ENGL 1301 and BIOL 2401 with a grade of "C" or better

**Co-requisite:** PTHA 1301, PTHA 1405 and PTHA 1413  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50 Lab Fee \$56

**PTHA 1266 Practicum (or Field Experience)-Physical Therapist Assistant**

(0-15) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** PTHA 1321, PTHA 1431, PTHA 2201, PTHA 2509 and PSYC 2314 with a grade of "C" or better  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50 Insurance Fee \$58

**PTHA 1301 The Profession of Physical Therapy**

(3-1) (3 credits)

Introduction to the profession of physical therapy and the role of the physical therapist assistant.

**Prerequisite:** ENGL 1301 and BIOL 2401 with a grade of "C" or better

**Co-requisite:** PTHA 1225, PTHA 1405 and PTHA 1413  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75 Lab Fee \$84 Supply Fee \$263

**PTHA 1321 Pathophysiology for the PTA**

(3-1) (3 credits)

Study of the pathophysiology of diseases/conditions encountered in physical therapy.

**Prerequisite:** PTHA 1225, PTHA 1301, PTHA 1405, PTHA 1413 and BIOL 2402 with a grade of "C" or better

**Co-requisite:** PTHA 1431, PTHA 2201 and PTHA 2509  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75 Lab Fee \$84 Supply Fee \$20

**PTHA 1405 Basic Patient Care Skills**

(2-6) (4 credits)

The application of basic patient handling, functional skills, communication, and selected data collection techniques.

**Prerequisite:** ENGL 1301 and BIOL 2401 with a grade of "C" or better

**Co-requisite:** PTHA 1225, PTHA 1301 and PTHA 1413  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$100 Lab Fee \$112

**PTHA 1413 Functional Anatomy**

(2-6) (4 credits)

The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.

**Prerequisite:** ENGL 1301 and BIOL 2401 with a grade of "C" or better

**Co-requisite:** PTHA 1301, PTHA 1405 and PTHA 1225  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$100 Lab Fee \$112

**PTHA 1431 Physical Agents**

(3-4) (4 credits)

Biophysical principles, physiological effects, efficacy, and application of physical agents.

**Prerequisite:** PTHA 1225, PTHA 1301, PTHA 1405, PTHA 1413 and BIOL 2402 with a grade of "C" or better

**Co-requisite:** PTHA 2509, PTHA 2201 and PTHA 1321  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$100 Lab Fee \$112 Field Trip Fee \$25

**PTHA 2201 Essentials of Data Collection**

(1-4) (2 credits)

Data collection techniques used to assist in patient/client management.

**Prerequisite:** PTHA 1225, PTHA 1301, PTHA 1405, PTHA 1413, and BIOL 2402 with a grade of "C" or better

**Co-requisite:** PTHA 2509, PTHA 1431 and PTHA 1321  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50 Lab Fee \$56 Insurance Fee \$58

**PTHA 2205 Neurology**

(2-1) (2 credits)

Study of neuroanatomy and neurophysiology as it relates to neurological conditions.

**Prerequisite:** PTHA 1266 with a grade of "C" or better

**Co-requisite:** PTHA 2431 and PTHA 2435  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50 Lab Fee \$56

**PTHA 2239 Professional Issues***(2-0) (2 credits)*

Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce.

**Prerequisite:** PHIL 2306, PTHA 2205, PTHA 2431, PTHA 2435 with a grade of "C" or better

**Co-requisite:** PTHA 2266 and PTHA 2267

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50 Supply Fee \$120

**PTHA 2266 Practicum (or Field Experience)-Physical Therapist Assistant***(0-15) (2 credits)*

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** PHIL 2306, PTHA 2205, PTHA 2431, PTHA 2435, with a grade of "C" or better

**Co-requisite:** PTHA 2239 and PTHA 2267

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50 Insurance Fee \$58

**PTHA 2267 Practicum (or Field Experience)-Physical Therapist Assistant***(0-15) (2 credits)*

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** PHIL 2306, PTHA 2205, PTHA 2431, PTHA 2435 with a grade of "C" or better

**Co-requisite:** PTHA 2239 and PTHA 2266

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$50

**PTHA 2431 Management of Neurological Disorders***(3-4) (4 credits)*

Comprehensive rehabilitation techniques of selected neurological disorders.

**Prerequisite:** PTHA 1266 with a grade of "C" or better

**Co-requisite:** PTHA 2205 and PTHA 2435

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$100 Lab Fee \$112 Supply Fee \$115

**PTHA 2435 Rehabilitation Techniques***(3-4) (4 credits)*

Comprehensive rehabilitation of selected diseases and disorders.

**Prerequisite:** PTHA 1266 with a grade of "C" or better

**Co-requisite:** PTHA 2205 and PTHA 2431

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment Course Fee \$100 Lab Fee \$112 Supply Fee \$90 Insurance Fee \$58

**PTHA 2509 Therapeutic Exercise***(3-6) (5 credits)*

Concepts, principles, and application of techniques related to therapeutic exercise and functional training.

**Prerequisite:** PTHA 1301, PTHA 1405, PTHA 1413, PTHA 1225 and BIOL 2402 with a grade of "C" or better

**Co-requisite:** PTHA 2201, PTHA 1431 and PTHA 1321

Course Fee \$125 Lab Fee \$140 Supply Fee \$70

## (RADR) Radiologic Technology/Science<sup>o</sup>

**RADR 1201 Introduction to Radiology***(2-0) (2 credits)*

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and the health care system.

**Prerequisite:** BIOL 2401 with a grade of "C" or better and Acceptance to Program

**Co-requisite:** RADR 1266, RADR 2309, RADR 1203 and RADR 1311

Course Fee \$40

**RADR 1203 Patient Care***(1-2) (2 credits)*

An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.

**Prerequisite:** Acceptance into the program and BIOL 2401 with a grade of "C" or better

**Co-requisite:** RADR 2309

Course Fee \$40 Lab Fee \$56

**RADR 1213 Principles of Radiographic Imaging I***(2-0) (2 credits)*

Radiographic image quality and the effects of exposure variables.

**Prerequisite:** RADR 2309, RADR 1203, RADR 1311, RADR 1201 and RADR 1266 with a grade of "C" or better

**Co-requisite:** RADR 1267

Course Fee \$40

**RADR 1266 Practicum I-Radiologic Technology/Science- Radiographer***(0-16) (2 credits)*

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** BIOL 2401 with a grade of "C" or better and acceptance to program

**Co-requisite:** RADR 1201, RADR 1203, RADR 1311 and RADR 2309

Course Fee \$40 Insurance Fee \$58 Badge Fee \$25

**RADR 1267      Practicum II-Radiologic Technology/  
Science-Radiographer**

(0-16) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** RADR 2309, RADR 1203, RADR 1311, RADR 1201 and RADR 1266 with a grade of "C" or better

**Co-requisite:** RADR 2313, RADR 1213 and RADR 2301

Course Fee \$40    Insurance Fee \$58    Badge Fee \$25

**RADR 1311      Basic Radiographic Procedures**

(2-3) (3 credits)

An introduction to radiographic positioning terminology, manipulation of equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of basic anatomy.

**Prerequisite:** BIOL 2401 with a grade of "C" or better and acceptance to program

**Co-requisite:** RADR 2309, RADR 1203, RADR 1201, and RADR 1266

Course Fee \$60    Lab Fee \$84

**RADR 2167      Practicum VI-Radiologic Technology/  
Science-Radiographer**

(0-10) (1 credit)

Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

**Prerequisite:** RADR 2367 and RADR 2331 with a grade of "C" or better

**Co-requisite:** RADR 2235

Course Fee \$20

**RADR 2205      Principles of Radiographic Imaging II**

(1-2) (2 credits)

Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production.

**Prerequisite:** RADR 2266, RADR 2233 and RADR 2236 with a grade of "C" or better

**Co-requisite:** RADR 2366

Course Fee \$40    Lab Fee \$56

**RADR 2217      Radiographic Pathology**

(2-0) (2 credits)

Disease processes and their appearance on radiographic images.

**Prerequisite:** RADR 2266, RADR 2236 and RADR 2233 with a grade of "C" or better

**Co-requisite:** RADR 2366

Course Fee \$40

**RADR 2233      Advanced Medical Imaging**

(2-0) (2 credits)

An exploration of specialized imaging modalities.

**Prerequisite:** RADR 2313, RADR 1213, RADR 2301 and RADR 1267 with a grade of "C" or better

**Co-requisite:** RADR 2266

Course Fee \$40

**RADR 2235      Radiologic Technology Seminar**

(2-0) (2 credits)

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

**Prerequisite:** RADR 2367 and RADR 2331 with a grade of "C" or better

**Co-requisite:** RADR 2167

Course Fee \$40

**RADR 2236      Special Patient Applications**

(2-0) (2 credits)

Advanced concepts of pediatrics, geriatrics, trauma, history documentation, and Electrocardiogram (ECG). Includes phlebotomy and venipuncture.

**Prerequisite:** RADR 2313, RADR 1213, RADR 2301 and RADR 1267 with a grade of "C" or better

**Co-requisite:** RADR 2266

Course Fee \$40

**RADR 2266      Practicum III-Radiologic Technology/  
Science-Radiographer**

(0-16) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** RADR 2313, RADR 1213, RADR 2301 and RADR 1267 with a grade of "C" or better

**Co-requisite:** RADR 2236 and RADR 2233

Course Fee \$40

**RADR 2301      Intermediate Radiographic Procedures**

(2-3) (3 credits)

A continuation of the study of the manipulation of radiographic equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of anatomy.

**Prerequisite:** RADR 2309, RADR 1203, RADR 1311, RADR 1201 and RADR 1266 with grade of "C" or better

**Co-requisite:** RADR 1267

Course Fee \$60    Lab Fee \$84

**RADR 2309      Radiographic Imaging Equipment**

(3-0) (3 credits)

Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.

**Prerequisite:** BIOL 2401 with a grade of "C" or better and acceptance to program

**Co-requisite:** RADR 1203, RADR 1311, RADR 1201 and RADR 1266

Course Fee \$60

**RADR 2313      Radiation Biology and Protection**

(3-0) (3 credits)

Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

**Prerequisite:** RADR 2309, RADR 1203, RADR 1311, RADR 1201 and RADR 1266 with a grade of "C" or better

**Co-requisite:** RADR 1267    Course Fee \$60

### **RADR 2331      Advanced Radiographic Procedures**

(2-3) (3 credits)

Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology.

**Prerequisite:** RADR 2366, RADR 2217 and RADR 2205 with a grade of "C" or better

**Co-requisite:** RADR 2367

Course Fee \$60    Lab Fee \$84

### **RADR 2366      Practicum IV-Radiologic Technology/ Science-Radiographer**

(0-24) (3 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** RADR 2266, RADR 2236 and RADR 2233 with a grade of "C" or better

**Co-requisite:** RADR 2217 and RADR 2205

Course Fee \$60    Insurance Fee \$58    Badge Fee \$25

### **RADR 2367      Practicum V-Radiologic Technology/ Science-Radiographer**

(0-24) (3 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** RADR 2366, RADR 2205, and RADR 2217 with a grade of "C" or better

**Co-requisite:** RADR 2331

Course Fee \$60    Insurance Fee \$58    Badge Fee \$25

## **(RBTC) Robotics Technology/ Technician°**

### **RBTC 1305      Robotic Fundamentals**

(2-3) (3 credits)

An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

**Prerequisite:** MFGT 1302 and RBTC 1347 with a grade of "C" or better

Course Fee \$24    Lab Fee \$84

### **RBTC 1347      Electro-Mechanical Devices**

(2-3) (3 credits)

A study of electro-mechanical devices found in robotic systems. Includes transformers, switches, and solid state relays.

**Co-requisite:** MFGT 1302 and MFGT 1191

Course Fee \$24    Lab Fee \$84

### **RBTC 2347      Computer Integrated Manufacturing**

(2-3) (3 credits)

The principles of computer integrated manufacturing, including case studies and implementation of process control techniques, CAD/CAM, operations, software, and networking

for CIM systems.

**Prerequisite:** MFGT 1302 and RBTC 1347 with a grade of "C" or better

**Co-requisite:** INMT 1191

Course Fee \$24    Lab Fee \$84

## **(RECL) Professional Tennis Management°**

### **RECL 2306      Sports Psychology**

(3-0) (3 credits)

A study of human behavior in sports performance. An emphasis placed on the science of sport psychology. Basic techniques of using motivation, behavior modification, visualization, relaxation training, and concentration will be discussed.

### **RECL 2307      Tennis Instruction Methodologies**

(3-0) (3 credits)

Analysis of tennis teaching and coaching styles as reflected in published materials.

### **RECL 2338      United States Professional Tennis Association Exam Review**

(3-0) (3 credits)

A preparation for the United States Professional Tennis Association Exam, including a review of all five components.

### **RECL 2375      Tennis Teaching Clinic III**

(0-15) (3 credits)

Emphasis placed on the organization, planning, and performance of group lessons with a continuation of court skills as well as emphasis on personal playing skills.

### **RECL 2376      Tennis Teaching Clinic IV**

(0-15) (3 credits)

A survey of teaching opportunities at various clubs. Students will contribute to creative and innovative lessons and programming as well as a continuation of playing skills and off-court procedures of the tennis profession.

## **(RELE) Real Estate°**

### **RELE 1200      Contract Forms & Addenda**

(2-0) (2 credits)

Promulgated Contract Forms, shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.

### **RELE 1211      Law of Contracts**

(2-0) (2 credits)

Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements.

### **RELE 1219      Real Estate Finance**

(2-0) (2 credits)

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs,

alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency.

**RELE 1325 Real Estate Mathematics**

(3-0) (3 credits)

Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements.

**RELE 1406 Principles of Real Estate**

(4-0) (4 credits)

A complete overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder; titles to and conveyance of real estate; legal descriptions, deeds, encumbrances and liens; distinctions between personal and real property; appraisal, finance and regulations; closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills the 4 semester hours of Principles of Real Estate required for the salesperson license.

**RELE 2201 Law of Agency**

(2-0) (2 credits)

Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of an agency.

**RELE 2378 Real Estate Capstone**

(3-0) (3 credits)

This course is intended to provide an alternative to the Real Estate Internship as a culmination of material learned throughout the certificate program. Students will review information addressed throughout the certificate program and examine it in a real-world context. Guest speakers will address specific topics and share their insight and experience.

**Prerequisite:** Completion (or concurrent enrollment) in 5 RELE required state licensing courses: RELE 1406, RELE 1200, RELE 1211, RELE 1219 and RELE 2201

**RELE 2388 Internship-Real Estate**

(0-9) (3 credits)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

**Prerequisite:** RELE 1325, RELE 1219, RELE 2201 (or concurrent enrollment), RELE 1406, RELE 1211 and RELE 1200 with a grade of "C" or better

## (RISE) Retention Intensive Success Experiences

**RISE 0300 Life Management**

(3-0) (3 credits)

This course is required of any student who is on Academic Suspension. Choices, Challenges, and Changes: This course focuses on critical thinking processes that promote positive self-awareness and personal achievement. Topics may include:

self-regulation, goal-setting, motivation, and time management.

## (RNSG) Nursing<sup>o</sup>

**RNSG 1118 Transition to Professional Nursing Competencies**

(0-4) (1 credit)

Transition to professional nursing competencies in the care of patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgement, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach.

**Prerequisite:** BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PSYC 2301, PSYC 2314; Acceptance into the ADN program; Current LVN or Paramedic license.

**Co-requisite:** RNSG 1128, RNSG 1324 and RNSG 1162 or 1163 TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$25 Lab Fee \$28

**RNSG 1125 Professional Nursing Concepts I**

(1-0) (1 credit)

Introduction to professional nursing concepts and exemplars within the professional nursing roles: Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Content includes clinical judgment, communication, ethical- legal, evidence-based practice, health promotion, informatics, patient-centered care, patient education, professionalism, safety, and team/ collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.

**Prerequisite:** BIOL 2401, BIOL 2402, BIOL 2420; Acceptance into the ADN program.

**Co-requisite:** RNSG 1216, RNSG 1128, RNSG 1430 and RNSG 1161

Course Fee \$25

**RNSG 1126 Professional Nursing Concepts II**

(1-0) (1 credit)

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, communication, ethical-legal, evidence- based practice, patient-centered care, professionalism, safety, and team/collaboration through exemplars presented in the HCC course. Introduces concept of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.

**Prerequisite:** RNSG 1216, RNSG 1128, RNSG 1430, RNSG 1125 and RNSG 1161

**Co-requisite:** RNSG 1533 and RNSG 2362

Course Fee \$25

**RNSG 1128 Introduction to Health Care Concepts**

(1-0) (1 credit)

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing

applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping and tissue integrity. This course lends itself to a concept-based approach.

**Prerequisite:** BIOL 2401, BIOL 2402, BIOL 2420; Acceptance into the ADN program.

**Co-requisite:** ADN Traditional Program: RNSG 1216, RNSG 1430, RNSG 1125 and RNSG 1161

**ADN Transition Program:** RNSG 1162 or 1163, RNSG 1324 and RNSG 1118

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$25

### **RNSG 1137 Professional Nursing Concepts III**

(1-0) (1 credit)

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration. Introduces the concept of quality improvement and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

**Prerequisite:** (RNSG 1533 or RNSG 1324), (RNSG 1126 or RNSG 1118) and (RNSG 2362 or RNSG 1163 or RNSG 1162)

**Co-requisite:** RNSG 1538, RNSG 2363

Course Fee \$25

### **RNSG 1161 Clinical I – Registered Nursing/Registered Nurse**

(0-4) (1 credit)

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

**Prerequisite:** BIOL 2401, BIOL 2402, BIOL 2420; Acceptance into the ADN program.

**Co-requisite:** RNSG 1125, RNSG 1430, RNSG 1128 and RNSG 1216

Course Fee \$25 Insurance Fee \$58 ROPES Fee \$25

Program Shirt Fee \$15

### **RNSG 1162 Traditional Clinical Paramedic Clinical I**

(0-4) (1 credit)

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is

an unpaid learning experience.

**Prerequisite:** BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PSYC 2301, PSYC 2314; Acceptance into the ADN program; Current Paramedic license.

**Co-requisite:** RNSG 1118, RNSG 1128, and RNSG 1324  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$25 Insurance Fee \$58 ROPES Fee \$25

Program Shirt Fee \$15

### **RNSG 1163 Transitional Clinical I**

(0-4) (1 credit)

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

**Prerequisite:** BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PSYC 2301, PSYC 2314; Acceptance into the ADN program; Current LVN license.

**Co-requisite:** RNSG 1118, RNSG 1128 and RNSG 1324  
TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$25 Insurance Fee \$58 ROPES Fee \$25

Program Shirt Fee \$15

### **RNSG 1216 Professional Nursing Competencies**

(0-8) (2 credits)

Development of professional nursing competencies in the care of patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach.

**Prerequisite:** BIOL 2401, BIOL 2402, BIOL 2420; Acceptance into the ADN program.

**Co-requisite:** RNSG 1161, RNSG 1125, RNSG 1128 and RNSG 1430

Course Fee \$50 Lab Fee \$56

### **RNSG 1324 Concept-Based Transition to Professional Nursing Practice**

(2-4) (3 credits)

Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte

balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach.

**Prerequisite:** BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PSYC 2301, PSYC 2314; Acceptance into the ADN program; Current LVN or Paramedic license.

**Co-requisite:** RNSG 1118, RNSG 1128 and RNSG 1162 or 1163 TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$75 Lab Fee \$84 Clinical Sim. Fee \$454

### **RNSG 1430 Health Care Concepts I**

(3-4) (4 credits)

In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, grief, and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach.

**Prerequisite:** BIOL 2401, BIOL 2402, BIOL 2420; Acceptance into the ADN program.

**Co-requisite:** RNSG 1161, RNSG 1125, RNSG 1128 and RNSG 1216

Course Fee \$100 Lab Fee \$112 Supply Fee \$340

### **RNSG 1533 Health Care Concepts II**

(4-4) (5 credits)

In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.

**Prerequisite:** RNSG 1216, RNSG 1128, RNSG 1430, RNSG 1125 and RNSG 1161

**Co-requisite:** RNSG 1126 and RNSG 2362

Course Fee \$125 Lab Fee \$140 Supply Fee \$340

### **RNSG 1538 Health Care Concepts III**

(4-4) (5 credits)

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.

**Prerequisite:** (RNSG 1533 or RNSG 1324), (RNSG 1126 or RNSG 1118) and (RNSG 2362 or RNSG 1163 or RNSG 1162)

**Co-requisite:** RNSG 1137 and RNSG 2363

Course Fee \$125 Lab Fee \$140 Traditional Track Supply Fee \$340 OR Transition Track Supply Fee \$454

### **RNSG 2138 Professional Nursing Concepts IV**

(1-0) (1 credit)

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, teamwork, and collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

**Prerequisite:** RNSG 1538, RNSG 1137 and RNSG 2363

**Co-requisite:** RNSG 2360 and RNSG 2539

TSI Complete Reading, Writing & Math or TSIA2 Complete ELA & Math Required for Enrollment

Course Fee \$25

### **RNSG 2360 Clinical IV-Registered Nursing/Registered Nurse**

(0-12) (3 credits)

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

**Prerequisite:** RNSG 1538, RNSG 1137 and RNSG 2363

**Co-requisite:** RNSG 2138 and RNSG 2539

Course Fee \$75 Insurance Fee \$58

### **RNSG 2362 Clinical II-Registered Nursing/Registered Nurse**

(0-12) (3 credits)

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

**Prerequisite:** RNSG 1216, RNSG 1128, RNSG 1430, RNSG 1125 and RNSG 1161

**Co-requisite:** RNSG 1126 and RNSG 1533

Course Fee \$75 Insurance Fee \$58

### **RNSG 2363 Clinical III-Registered Nursing/Registered Nurse**

(0-12) (3 credits)

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is

an unpaid learning experience.

**Prerequisite:** (RNSG 1533 or RNSG 1324), (RNSG 1126 or RNSG 1118) and (RNSG 2362 or RNSG 1163 or RNSG 1162), RNSG 1128

**Co-requisite:** RNSG 1538 and RNSG 1137

Course Fee \$75 Insurance Fee \$58 Supply Fee \$30

### **RNSG 2539 Health Care Concepts IV**

(4-4) (5 credits)

In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include, cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. This course lends itself to a concept-based approach.

**Prerequisite:** RNSG 1538, RNSG 1137 and RNSG 2363

**Co-requisite:** RNSG 2138 and RNSG 2360

Course Fee \$125 Lab Fee \$140 Traditional Track Supply Fee \$385 OR Transition Track Supply Fee \$499

## **(RSPT) Respiratory Care**<sup>○</sup>

### **RSPT 1166 Practicum-Respiratory Care Therapy/Therapist**

(0-7) (1 credit)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** BIOL 2401 and CHEM 1406 with a grade of "C" or better

**Co-requisite:** RSPT 1310

Course Fee \$19 Insurance Fee \$58

### **RSPT 1227 Applied Physics for Respiratory Care**

(2-1) (2 credits)

Review of the theoretical and practical applications of mathematics and physics with focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care.

Course Fee \$38 Lab Fee \$56

### **RSPT 1267 Practicum II-Respiratory Care Therapy/Therapist**

(0-20) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Co-requisite:** RSPT 1311

Course Fee \$38 Insurance Fee \$58 Clinical Sim. Fee \$140

### **RSPT 1310 Respiratory Care Procedures I**

(2-3) (3 credits)

Essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease.

**Co-requisite:** RSPT 1166

Course Fee \$57 Lab Fee \$84

### **RSPT 1311 Respiratory Care Procedures II**

(2-3) (3 credits)

Essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease.

**Co-requisite:** RSPT 1267

Course Fee \$57 Lab Fee \$84

### **RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology**

(3-0) (3 credits)

Provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary system.

Course Fee \$57

### **RSPT 2210 Cardiopulmonary Disease**

(2-0) (2 credits)

Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

**Prerequisite:** RSPT 1340 with a grade of "C" or better

Course Fee \$38

### **RSPT 2217 Respiratory Care Pharmacology**

(2-0) (2 credits)

A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions.

Course Fee \$38

### **RSPT 2258 Respiratory Care Patient Assessment**

(2-0) (2 credits)

Integration of patient examination techniques, including patient history and physical exam, lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and noninvasive hemodynamics.

Course Fee \$38

### **RSPT 2266 Practicum III-Respiratory Care Therapy/Therapist**

(0-20) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

Course Fee \$38 Insurance Fee \$58 Clinical Sim. Fee \$115 Background Check Fee \$25

### **RSPT 2267 Practicum IV-Respiratory Care Therapy/Therapist**

(0-20) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

Course Fee \$38 Insurance Fee \$58 Clinical Sim. Fee \$115

### **RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care**

(2-3) (3 credits)

A study of neonatal and pediatric cardiopulmonary care.

Course Fee \$57 Lab Fee \$84 CPR Fee \$25



**RSPT 2414 Mechanical Ventilation***(3-4) (4 credits)*

The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilator support. *Course Fee \$76 Lab Fee \$112*

**RSPT 2425 Cardiopulmonary Diagnostics***(3-4) (4 credits)*

A study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessments. *Course Fee \$76 Lab Fee \$112*

## **(RSTO) Restaurant, Culinary, and Catering Management/Manager<sup>o</sup>**

**RSTO 1201 Beverage Management***(1-2) (2 credits)*

A study of the beverage service of the hospitality industry including spirits, wines, beers, and non-alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

*Course Fee \$24 Lab Fee \$56***RSTO 1204 Dining Room Service***(1-3) (2 credits)*

Introduces the principles, concepts and systems of professional table service. Topics include dining room organization, scheduling and management of food service personnel.

*Course Fee \$24 Lab Fee \$56***RSTO 1313 Hospitality Supervision***(2-2) (3 credits)*

Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, applicable personnel laws and regulations. Emphasis on leadership development.

*Course Fee \$36 Lab Fee \$84***RSTO 1321 Menu Management***(2-2) (3 credits)*

A study of the food service principles involved in menu planning, layout and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

*Course Fee \$36 Lab Fee \$84***RSTO 1325 Purchasing for Hospitality Operations***(2-2) (3 credits)*

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures,

storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls and record keeping at each stage of the purchasing cycle.

*Course Fee \$36 Lab Fee \$84*

## **(SGNL) American Sign Language<sup>o</sup>**

**SGNL 1401 Beginning American Sign Language I***(3-2) (4 credits)*

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

*Course Fee \$52 Lab Fee \$112***SGNL 1402 Beginning American Sign Language II***(3-2) (4 credits)*

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

**Prerequisite:** SGNL 1401 with a grade of "C" or better  
**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

*Course Fee \$52 Lab Fee \$112***SGNL 2301 Intermediate American Sign Language I***(2-3) (3 credits)*

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore.

**Prerequisite:** SGNL 1402 with a grade of "C" or better  
**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

*Course Fee \$39 Lab Fee \$84***SGNL 2302 Intermediate American Sign Language II***(2-3) (3 credits)*

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore.

**Prerequisite:** SGNL 2301 with a grade of "C" or better  
**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

*Course Fee \$39 Lab Fee \$84*

## **(SLNG) Sign Language Interpreter<sup>o</sup>**

**SLNG 1211 Fingerspelling and Numbers***(1-3) (2 credits)*

Development of expressive and receptive skills in fingerspelling and numbers. Receptive skills focus on whole word phrase recognition and fingerspelling/number comprehension in context. Expressive skills focus on the

development of speed, clarity, and fluency.

**Prerequisite:** SGNL 1402 with a grade of "C" or better  
TSI Complete Reading & Writing or TSIA2 ELA Complete  
Required for Enrollment

Course Fee \$26 Lab Fee \$56

### **SLNG 1215 Visual/Gestural Communication**

(1-3) (2 credits)

Development of skills in non-verbal communications. Emphasizes the use and understanding of facial expression, gestures, pantomime, and body language.

Course Fee \$26 Lab Fee \$56

### **SLNG 1307 Intra-lingual Skills Development for Interpreters**

(3-1) (3 credits)

Development of intra-lingual (English to English) skills necessary for future development of inter-lingual (English to American Sign Language [ASL]/ASL to English) skills. Focus on linguistic and cognitive skills development in areas of paraphrasing, summarizing, main idea identification, comprehension, memory, delayed repetition, multi-tasking, vocabulary, and cultural literacy.

**Prerequisite:** ENGL 1301 and SGNL 1401 with a grade of "C" or better

TSI Complete Reading & Writing or TSIA2 ELA Complete  
Required for Enrollment

Course Fee \$39 Lab \$84

### **SLNG 1321 Introduction to the Interpreting Profession**

(3-0) (3 credits)

An overview of the field of American Sign Language (ASL)/English interpretation. Provides a historical framework for the current principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.

**Prerequisite:** ENGL 1301 and SGNL 1401 with a grade of "C" or better

TSI Complete Reading & Writing or TSIA2 ELA Complete  
Required for Enrollment

Course Fee \$39

### **SLNG 1347 Deaf Culture**

(3-0) (3 credits)

Historical and contemporary perspective of American Deaf culture using a sociocultural model. Includes cultural identity and awareness, values, group norms, communication, language, and significant contributions made by D/deaf people to the world.

**Prerequisite:** ENGL 1301 and SGNL 2302 with a grade of "C" or better

Course Fee \$39

### **SLNG 1350 Sign-To-Voice**

(2-4) (3 credits)

Skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and

peer evaluation.

**Prerequisite:** SLNG 2301 and SGNL 2302 with a grade of "C" or better or permission by the department chair

Course Fee \$39 Lab \$84

### **SLNG 1391 Special Topics in Sign Language Interpreting-Interpreting Seminar**

(2-3) (3 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**Prerequisite:** SLNG 2301 and SGNL 2302 with a grade of "C" or better

TSI Complete Reading & Writing or TSIA2 ELA Complete  
Required for Enrollment

Course Fee \$39 Lab \$84

### **SLNG 1491 Special Topics in Sign Language Interpreter-Legal**

(3-2) (4 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. This course establishes the principles, protocol and skills associated with interpreting in the legal context and explores best practices associated with interpreting in the American judicial system.

**Prerequisite:** SLNG 2311, LGLA 1311 and LGLA 1345 with a grade of "C" or better

**Co-requisite:** CRIJ 1306 and CRIJ 1310

Course Fee \$52 Lab \$112

### **SLNG 2266 Practicum-Sign Language Interpretation and Translation**

(0-16) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** SLNG 2302 and SLNG 2431 or concurrent enrollment; pass mid-program evaluation with "C" or better  
TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment

Course Fee \$26

### **SLNG 2301 Interpreting I**

(2-3) (3 credits)

An overview of the interpreting process and models of interpretation. Introduces the skills necessary to achieve dynamic message equivalence in interpreting American Sign Language (ASL) to English and English to ASL.

**Prerequisite:** SGNL 2301, ENGL 1301, SLNG 1307 and SLNG 1321 with a grade of C' or better

**Co-requisite:** SGNL 2302

Course Fee \$39 Lab \$84

**SLNG 2302 Interpreting II***(2-4) (3 credits)*

Continued development of discourse analysis and interpreting skills for increasingly complex tasks. Utilization of consecutive and simultaneous interpreting scenarios including monologues and dialogues. Emphasizes skill development, self-analysis, and peer evaluation.

**Prerequisite:** SGNL 2302 and SLNG 2301 with a grade of “C” or better on Mid Program Evaluation

Course Fee \$39 Lab Fee \$84

**SLNG 2303 Transliterating***(2-4) (3 credits)*

A practice-oriented course designed to develop skills necessary for rendering spoken English to a signed English format and signed English to spoken English.

**Prerequisite:** SGNL 2302 and SLNG 2301 with a grade of “C” or better on Mid Program Evaluation

Course Fee \$39 Lab Fee \$84

**SLNG 2311 Interpreting in Specialized Settings (Legal)***(2-3) (3 credits)*

Overview of interpreting/transliterating with special populations (e.g., deaf/blind, high visual, oral) and/or special settings (e.g., religious, artistic, medical, legal, mental health). Reinforce interpreting theories and techniques in relation to special population(s) and/or setting(s). An overview of English to American Sign Language (ASL) and ASL to English interpreting procedures, including sight translation to legal and quasi-legal settings. Topics including legal concepts and protocol, procedures, terminology, current issues in law, and interpreting/transliterating in legal and quasi-legal settings.

**Prerequisite:** AAS Sign Language Interpreting or Certified Sign Language Interpreter

**Co-requisite:** LGLA 1311 and LGLA 1345

TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment

Course Fee \$39 Lab Fee \$84

**SLNG 2331 Interpreting III***(2-4) (3 credits)*

A practice-oriented course to strengthen skills in the integration and application of interpreting using complex source materials. Continued exposure to simulated interpreting/transliterating experiences.

**Prerequisite:** SLNG 2302 with a grade of “C” or better and pass mid-program evaluation with a grade of “C” or better

Course Fee \$39 Lab \$84

**SLNG 2334 American Sign Language (ASL) V***(2-3) (3 credits)*

Development of proficiency in ASL. Includes instruction in semantic and grammatical accuracy and appropriate discourse strategies in a variety of communication contexts.

**Prerequisite:** SGNL 2302 with a grade of “C” or better  
TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment

Course Fee \$39 Lab Fee \$84

**SLNG 2336 Interpreting IV***(2-3) (3 credits)*

Advanced development in interpreting/transliterating skills. Emphasizes achieving the nuances of interpretation in terms of lexical choices, speaker's goal, register, and affect. Designed to help prepare students for advanced certification at the state and national levels. Focus on basic healthcare settings.

**Prerequisite:** AAS Sign Language Interpreting or Certified Sign Language Interpreter

**Co-requisite:** HPRS 1105, HITT 1305 and PSYC 2301

TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment

Course Fee \$39 Lab Fee \$84

**SLNG 2340 Interpreting V***(2-3) (3 credits)*

Focuses on nuances of interpretation including word choice, register, and affect. Prepares students for advanced certification at the state and national levels. Advanced development in expressive/receptive interpreting/transliterating skills in advanced healthcare settings. Including skills in protocol, sight translation, ethical issues and safety. Emphasizes achieving the nuances of interpretation in terms of lexical choices, speaker's goal, register, and affect. Designed to help prepare students for interpreting in more complex medical, mental health and drug/alcohol treatment settings.

**Prerequisite:** SLNG 2336, HPRS 1105, HITT 1305 and PSYC 2301 with a grade of “C” or better

**Co-requisite:** DAAC 1319 and PSYC 2314

TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment

Course Fee \$39 Lab Fee \$84

**(SOCI) Sociology<sup>♦</sup>****SOCI 1301 Introduction to Sociology***(3-0) (3 credits)*

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

**SOCI 1306 Social Problems***(3-0) (3 credits)*

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

**SOCI 2301 Marriage and Family***(3-0) (3 credits)*

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

## **SOCI 2319      Minority Studies**

(3-0) (3 credits)

This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

## **SOCI 2340      Drug Use and Abuse**

(3-0) (3 credits)

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. (Cross-listed as PHED 1165 and PHED 1346)

**TSI Reading Complete or TSIA2 ELA Complete Required for Enrollment**

## **SOCI 2389      Academic Cooperative**

(3-0) (3 credits)

An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

**TSI Complete Reading & Writing or TSIA2 ELA Complete Required for Enrollment**

## **(SOCW) Social Work<sup>◇</sup>**

### **SOCW 2361      Introduction to Social Work**

(3-0) (3 credits)

An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession including social work values, ethics, and areas of practice utilized under a Generalist Intervention Model. (SOCW 2361 is included in the Social Work Field of Study.)

### **SOCW 2362      Social Welfare: Legislation, Programs and Services**

(3-0) (3 credits)

This course offers a historical and contemporary examination of legislation and resulting programs, policies, and services in the context of the social welfare system in the United States. Special attention is given to the political, economic, environmental, and social conditions that prompted the development of legislation to meet the needs of vulnerable populations. Societal responses to legislation are also considered. (SOCW 2362 is included in the Social Work Field of Study.)

### **SOCW 2389      Academic Cooperative**

(2-3) (3 credits)

A supervised experiential learning course designed to integrate program study with introductory exposure to the

field of social work. In conjunction with individual study and/or seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. The academic cooperative is not a social work skills-based practice experience, but instead, an observational volunteer experience. The course must include a minimum of 80 contact hours (48 hours in a social service setting). (SOCW 2389 is included in the Social Work Field of Study.)

**Prerequisite:** SOCW 2361

## **(SPAN) Spanish Language<sup>◇</sup>**

### **SPAN 1300      Beginning Spanish Conversation**

(3-0) (3 credits)

Basic practice in comprehension and production of the spoken language.

*Course Content Access Fee \$75*

### **SPAN 1411      Beginning Spanish I**

(4-0) (4 credits)

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

*Lab Fee \$80    Course Content Access Fee \$75*

### **SPAN 1412      Beginning Spanish II**

(4-0) (4 credits)

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

**Prerequisite:** SPAN 1411 with a grade of "C" or better or equivalent skills

*Lab Fee \$80    Course Content Access Fee \$75*

### **SPAN 2311      Intermediate Spanish I**

(3-0) (3 credits)

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**Prerequisite:** SPAN 1412 with a grade of "C" or better

### **SPAN 2312      Intermediate Spanish II**

(3-0) (3 credits)

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**Prerequisite:** SPAN 2311 with a grade of "C" or better

## (SPCH) Speech<sup>◊</sup>

### **SPCH 1311 Introduction to Speech Communication**

(3-0) (3 credits)

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

### **SPCH 1315 Public Speaking**

(3-0) (3 credits)

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

### **SPCH 1318 Interpersonal Communication**

(3-0) (3 credits)

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

### **SPCH 1321 Business and Professional Communication**

(3-0) (3 credits)

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

### **SPCH 1342 Voice & Diction**

(3-0) (3 credits)

Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

**Credit cannot be granted for both SPCH 1342 and DRAM 2336.**

### **SPCH 2333 Discussion and Small Group Communication**

(3-0) (3 credits)

Discussion and small group theories and techniques as they relate to group process and interaction.

### **SPCH 2341 Oral Interpretation**

(3-0) (3 credits)

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

## (SRGT) Surgical Technology<sup>◊</sup>

### **SRGT 1244 Technological Sciences for the Surgical Technologist**

(2-0) (2 credits)

Specialized surgical modalities covered include endoscopy, microsurgery, therapeutic surgical energies, and other integrated science technologies.

Course Fee \$40

### **SRGT 1266 Practicum I (or Field Experience) - Surgical Technology/Technologist**

(0-16) (2 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Co-Requisite:** SRGT 1405, SRGT 1409 and SRGT 1541

Course Fee \$40 Insurance Fee \$58

### **SRGT 1405 Introduction to Surgical Technology**

(3-2) (4 credits)

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.

**Prerequisite:** HITT 1305 and BIOL 2404 with a grade of "C" or better

**Co-Requisite:** SRGT 1266, SRGT 1409 and SRGT 1541

Course Fee \$80 Lab Fee \$112

### **SRGT 1409 Fundamentals of Perioperative Concepts and Techniques**

(3-2) (4 credits)

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field.

**Prerequisite:** HITT 1305 and BIOL 2404 with a grade of "C" or better

**Co-Requisite:** SRGT 1266, SRGT 1405 and SRGT 1541

Course Fee \$80 Lab Fee \$112

### **SRGT 1541 Surgical Procedures I**

(3-6) (5 credits)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**Prerequisite:** HITT 1305, BIOL 2404 or BIOL 2401 and BIOL 2402 with a grade of "C" or better

**Co-requisite:** SRGT 1405, SRGT 1409 and SRGT 1266  
TSI Complete Reading & Writing or TSIA2 ELA Complete  
Required for Enrollment

Course Fee \$100 Lab Fee \$140

### **SRGT 1542 Surgical Procedures II**

(3-6) (5 credits)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**Prerequisite:** SRGT 1405, SRGT 1409, SRGT 1541 and SRGT 1266 with a grade of "C" or better

**Co-Requisite:** SRGT 2466  
TSI Complete Reading & Writing or TSIA2 ELA Complete  
Required for Enrollment

Course Fee \$100 Lab Fee \$140 Supply Fee \$320

**SRGT 2130 Professional Readiness**

(1-0) (1 credit)

Overview of professional readiness for employment, attaining certification, and maintaining certification status.

Course Fee \$20

**SRGT 2466 Practicum (or Field Experience) - Surgical Technology/Technologist**

(0-28) (4 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Co-Requisite:** SRGT 1542

Course Fee \$80 Insurance Fee \$58

## (SRVY) Survey Technology/Surveying<sup>o</sup>

**SRVY 1301 Introduction to Surveying**

(3-0) (3 credits)

An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements. Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure.

**Co-requisite:** SRVY 1309

Course Fee \$27

**SRVY 1309 Surveying Measurement**

(2-4) (3 credits)

An introductory course covering the equipment and hardware of the profession necessary to measure horizontal and vertical distances, in accordance with prevailing and applicable professional standards, e.g. standards of the National Geodetic Survey, state and local statutes and regulations, professional standards, such as the Texas Society of Professional Surveyors.

**Co-requisite:** SRVY 1301

Course Fee \$27 Lab Fee \$84

**SRVY 1319 Introduction to Geographic Information Systems**

(2-2) (3 credits)

A study of the theory of geographic information systems, including conceptual understanding and database development, terms, definitions, classifications, use and client requirements, and prevailing and applicable professional standards. Projects and procedures to establish maps based upon geographic information systems.

Course Fee \$27 Lab Fee \$84

**SRVY 1335 Land Surveying Applications**

(2-2) (3 credits)

Structured experience with the equipment, techniques and hardware necessary to measure horizontal and vertical angles and distances used in surveying.

**Prerequisite:** SRVY 1301 and SRVY 1309 with a grade of "C" or better

Course Fee \$27 Lab Fee \$84

**SRVY 1341 Land Surveying**

(3-0) (3 credits)

A study of the measurement and determination of boundaries, areas, shapes, location through traversing techniques. Instruction in a variety of adjustment methods using calculators and computers. Addresses methods of traversing and adjustment of errors according to prevailing and applicable professional standards.

**Prerequisite:** SRVY 1301 and SRVY 1309 with a grade of "C" or better

Course Fee \$27

**SRVY 1391 Special Topics in Surveying**

(2-2) (3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Course Fee \$27 Lab Fee \$84

**SRVY 2309 Computer Aided Mapping**

(2-2) (3 credits)

Production of survey maps using appropriate computer aided drafting software. Includes plats, civil engineering design drawings and topographic maps.

**Prerequisite:** DFTG 1309 with a grade of "C" or better

Course Fee \$27 Lab Fee \$84

**SRVY 2331 Geodetic Surveying and Mapping**

(3-0) (3 credits)

A study of field astronomy, Polaris and solar observations, State Plane Coordinate Systems, and Global Positioning System.

**Prerequisite:** SRVY 1301 and SRVY 1309 with a grade of "C" or better or concurrent enrollment

Course Fee \$27

**SRVY 2335 Geodetic Surveying and Mapping Applications**

(2-2) (3 credits)

Emphasis on the field techniques of making astronomic observations, recovering control monuments, setting control monuments, and the planning and use of Global Positioning System receivers in data collection.

**Prerequisite:** SRVY 1301 and SRVY 1309 with a grade of "C" or better or concurrent enrollment

Course Fee \$27 Lab Fee \$84

**SRVY 2339 Engineering Design Surveying**

(2-4) (3 credits)

A study of the theory and field methods of surveying alignments, to include highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout, including the study of horizontal curves, vertical curves, areas, and earthwork volumes.

**Prerequisite:** SRVY 1341 and SRVY 1335 with a grade of "C" or better or concurrent enrollment

Course Fee \$27 Lab Fee \$84

### **SRVY 2343      Surveying-Legal Principles I**

(3-0) (3 credits)

The study of location, conveyance, ownership and transfer of real property under the laws of the State of Texas. Emphasis on the history of disposition of public land, interpreting written descriptions, dignity of calls and evidence, and record search of public and private land records.

**Prerequisite:** SRVY 1341 and SRVY 1335 with a grade of “C” or better or concurrent enrollment

Course Fee \$27

### **SRVY 2344      Surveying-Legal Principles II**

(3-0) (3 credits)

An advanced course in legal principles, retracement and boundary location with application of legal principles and Rules of Construction; writing survey reports and property descriptions; and a review of boundary law cases.

**Prerequisite:** SRVY 1301 and SRVY 1309 with a grade of “C” or better or concurrent enrollment

Course Fee \$27

### **SRVY 2386      Internship-Survey Technology/ Surveying**

(0-9) (3 credits)

An advanced work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Practical experience is simultaneously related to theory. Direct supervision is provided by the workplace supervisor.

Course Fee \$27

## **(TECM) Applied Mathematics<sup>o</sup>**

### **TECM 1303      Technical Calculations**

(3-0) (3 credits)

Specific mathematical calculations required by business, industry, and health occupations.

Course Fee \$24

## **(VNSG) Licensed Practical/Vocational Nurse Training<sup>o</sup>**

### **VNSG 1119      Leadership and Professional Development**

(1-0) (1 credit)

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**Prerequisite:** VNSG 1201, VNSG 1409, VNSG 2331, and VNSG 1360 with a grade of “C” or better

**Co-requisite:** VNSG 1230, VNSG 1234, VNSG 1361, and VNSG 2410

Course Fee \$21

### **VNSG 1201      Mental Health and Mental Illness**

(2-0) (2 credits)

Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental

illness. Includes common mental disorders and related therapy.

**Prerequisite:** VNSG 1204, VNSG 1231, VNSG 1260, VNSG 1323, VNSG 1329 and VNSG 1400 with a grade of “C” or better

**Co-requisite:** VNSG 1409, VNSG 2331, and 1360

Course Fee \$42

### **VNSG 1204      Foundations of Nursing**

(2-0) (2 credits)

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

**Prerequisite:** BIOL 2404 with a grade of “C” or better

**Co-requisite:** VNSG 1231, VNSG 1260, VNSG 1323, VNSG 1329 and VNSG 1400

Course Fee \$42

### **VNSG 1230      Maternal-Neonatal Nursing**

(2-0) (2 credits)

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

**Prerequisite:** VNSG 1201, VNSG 1409, VNSG 2331, and VNSG 1360 with a grade of “C” or better

**Co-requisite:** VNSG 1119, VNSG 1234, VNSG 1361, and VNSG 2410

Course Fee \$42

### **VNSG 1231      Pharmacology**

(2-1) (2 credits)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

**Prerequisite:** BIOL 2404 with a grade of “C” or better

**Co-requisite:** VNSG 1204, VNSG 1260, VNSG 1323, VNSG 1329 and VNSG 1400

Course Fee \$42    Lab Fee \$56

### **VNSG 1234      Pediatrics**

(2-1) (2 credits)

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

**Prerequisite:** VNSG 1201, VNSG 1409, VNSG 2331, and VNSG 1360 with a grade of “C” or better

**Co-requisite:** VNSG 1119, VNSG 1230, VNSG 1361, and VNSG 2410

Course Fee \$42    Lab Fee \$56

### **VNSG 1260      Clinical I - Licensed Practical/Vocational Nurse Training**

(0-8) (2 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course involves direct patient care for

mastery of nursing skills and competencies performed in a variety of health care settings.

**Prerequisite:** BIOL 2404 with a grade of “C” or better

**Co-requisite:** VNSG 1204, VNSG 1231, VNSG 1323, VNSG 1329 and VNSG 1400

Course Fee \$42 Insurance Fee \$58

### **VNSG 1323 Basic Nursing Skills**

(2-3) (3 credits)

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

**Prerequisite:** BIOL 2404 with a grade of “C” or better

**Co-requisite:** VNSG 1204, VNSG 1260, VNSG 1231, VNSG 1329, and VNSG 1400

Course Fee \$63 Lab Fee \$84 Supply Fee 45

### **VNSG 1329 Medical-Surgical Nursing I**

(3-0) (3 credits)

Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

**Prerequisite:** BIOL 2404 with a grade of “C” or better

**Co-requisite:** VNSG 1204, VNSG 1231, VNSG 1260, VNSG 1323 and VNSG 1400

Course Fee \$63

### **VNSG 1360 Clinical II - Licensed Practical/Vocational Nurse Training**

(0-12) (3 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisite:** VNSG 1204, VNSG 1231, VNSG 1260, VNSG 1323, VNSG 1329 and VNSG 1400 with a grade of “C” or better

**Co-requisite:** VNSG 1201, VNSG 1409, and VNSG 2331

Course Fee \$63 Insurance Fee \$58

### **VNSG 1361 Clinical III - Licensed Practical/Vocational Nurse Training**

(0-12) (3 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Fall 2020 Prerequisite:** BIOL 2404 or BIOL 2401 and BIOL 2402; successful completion of all first and second level VNSG program courses with a grade of “C” or better

**Fall 2020 Co-requisite:** VNSG 1119 and VNSG 2410

**Spring 2021 Prerequisite:** VNSG 1201, VNSG 1409, VNSG 2331, and VNSG 1360 with a grade of “C” or better

**Spring 2021 Co-requisite:** VNSG 1119, VNSG 1230, VNSG 1234, and VNSG 2410

Course Fee \$63 Insurance Fee \$58

### **VNSG 1400 Nursing in Health and Illness I**

(4-1) (4 credits)

Introduction to general principles of growth and development, primary health care needs of the patient across the life span,

and therapeutic nursing interventions.

**Prerequisite:** BIOL 2404 with a grade of “C” or better

**Co-requisite:** VNSG 1204, VNSG 1231, VNSG 1260, VNSG 1323 and VNSG 1329

Course Fee \$84 Lab Fee \$112 Supply Fee \$515

### **VNSG 1409 Nursing in Health and Illness II**

(4-1) (4 credits)

Introduction to health problems requiring medical and surgical interventions.

**Prerequisite:** VNSG 1204, VNSG 1231, VNSG 1260, VNSG

1323, VNSG 1329 and VNSG 1400 with a grade of “C” or better

**Co-requisite:** VNSG 1201, VNSG 2331, and VNSG 1360

Course Fee \$84 Lab Fee \$112 Supply Fee \$515

### **VNSG 2331 Advanced Nursing Skills**

(2-3) (3 credits)

Application of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

**Prerequisite:** VNSG 1204, VNSG 1231, VNSG 1260, VNSG

1323, VNSG 1329 and VNSG 1400 with a grade of “C” or better

**Co-requisite:** VNSG 1201, VNSG 1409, and VNSG 1360

Course Fee \$63 Lab Fee \$84

### **VNSG 2410 Nursing in Health and Illness III**

(4-1) (4 credits)

Continuation of Nursing in Health and Illness II. Further study of medical-surgical health problems of the patient including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

**Prerequisite:** VNSG 1201, VNSG 1409, VNSG 2331, and VNSG 1360 with a grade of “C” or better

**Co-requisite:** VNSG 1119, VNSG 1230, VNSG 1234, and VNSG 1361

Course Fee \$84 Lab Fee \$112 Supply Fee \$560

## **(VTHT) Veterinary Technology<sup>o</sup>**

### **VTHT 1125 Pharmacological Calculations**

(1-0) (1 credit)

Skill development in calculating drug dosages.

**Prerequisite:** MATH 1332 or MATH 1342/1442 or MATH 1314/1414 with a grade of “C” or better

Course Fee \$20

### **VTHT 1205 Veterinary Medical Terminology**

(2-0) (2 credits)

Introduction to word parts, directional terminology, and analysis of veterinary terms.

Course Fee \$40

### **VTHT 1209 Veterinary Nutrition**

(2-0) (2 credits)

Fundamentals of energy and non-energy producing nutrients, their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs.

**Prerequisite:** VTHT 1301 and VTHT 1205 with a grade of “C” or better Course Fee \$40 Supply Fee \$170



### **VTHT 1301 Introduction to Veterinary Technology**

(2-3) (3 credits)

Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of animals, and ethical and professional requirements.

Course Fee \$60 Lab Fee \$84 Vaccination Fee \$530

### **VTHT 1317 Veterinary Office Management**

(3-0) (3 credits)

Practical experience in management of the veterinary practice. Emphasis on client relations, record keeping, inventory, employment skills, and computer skills in the veterinary environment.

Course Fee \$60 Supply Fee \$88

### **VTHT 1345 Veterinary Radiology**

(2-2) (3 credits)

Presentation of theory and principles and practical application of radiology within the field of veterinary medicine.

**Prerequisite:** VTHT 1413 with a grade of "C" or better

Course Fee \$60 Lab Fee \$84 Supply Fee \$170

### **VTHT 1349 Veterinary Pharmacology**

(3-0) (3 credits)

Fundamentals of pharmacology including recognition, calculation, labeling, packaging, and administration of veterinary drugs, biologics, and therapeutic agents. Discussion of normal and abnormal responses to these agents.

**Prerequisite:** VTHT 1125 with a grade of "C" or better

Course Fee \$60 Supply Fee \$175

### **VTHT 1413 Veterinary Anatomy and Physiology**

(3-4) (4 credits)

Gross anatomy of domestic animals including physiological explanations of how each organ system functions.

**Prerequisite:** VTHT 1301 and VTHT 1205 with a grade of "C" or better

Course Fee \$80 Lab Fee \$112 Vaccination Fee \$530

### **VTHT 1441 Anesthesia and Surgical Assistance**

(3-4) (4 credits)

In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment.

**Prerequisite:** VTHT 1413 with a grade of "C" or better

Course Fee \$80 Lab Fee \$112

### **VTHT 2213 Lab Animal Clinical Management**

(1-2) (2 credits)

Survey of feeding, management practices, and care of laboratory animals in a clinical setting. Review of common diseases of laboratory animals encountered in the practice of veterinary medicine.

**Prerequisite:** VTHT 1301 and VTHT 1205 with a grade of "C" or better

Course Fee \$40 Lab Fee \$56

### **VTHT 2301 Canine and Feline Clinical Management**

(2-2) (3 credits)

Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Review of common diseases of canines and felines encountered in the practice of

veterinary medicine.

**Prerequisite:** VTHT 1301 and VTHT 1205 with a grade of "C" or better

Course Fee \$60 Lab Fee \$84

### **VTHT 2321 Veterinary Parasitology**

(2-2) (3 credits)

Study of parasites common to domestic animals including zoonotic diseases.

Course Fee \$60 Lab Fee \$84

### **VTHT 2323 Veterinary Clinical Pathology I**

(2-2) (3 credits)

In-depth study of hematology and blood chemistries with emphasis on lab procedures.

**Prerequisite:** VTHT 1413 with a grade of "C" or better

Course Fee \$60 Lab Fee \$84

### **VTHT 2425 Large Animal Assisting Techniques**

(3-4) (4 credits)

Study of restraint, management, treatment, and medication techniques for farm animals.

**Prerequisite:** VTHT 1441 with a grade of "C" or better

Course Fee \$80 Lab Fee \$112

### **VTHT 2460 Clinical - Veterinary/Animal Health Technology/ Technician and Veterinary Assistant**

(0-15) (4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisite:** VTHT 1345, VTHT 1349, VTHT 1441 and VTHT 2323 with a grade of "C" or better

Course Fee \$80

## **(WLDG) Welder/Welding Technology<sup>o</sup>**

### **WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting**

(1-4) (2 credits)

Oxy-fuel welding and cutting equipment. Includes equipment safety, setup, and maintenance.

Course Fee \$24 Lab Fee \$56

Course Content Access Fee \$20

### **WLDG 1307 Introduction to Welding Using Multiple Processes**

(2-4) (3 credits)

Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW).

Course Fee \$36 Lab Fee \$84

**WLDG 1312 Introduction to Flux Cored Arc Welding (FCAW)**

(1-7) (3 credits)

An overview of terminology, safety procedures, and equipment set-up. Practice in performing various joints using Flux Cored Arc Welding (FCAW) equipment.

**Prerequisite:** WLDG 1430 with a grade of "C" or better

Course Fee \$36 Lab Fee \$84

**WLDG 1313 Introduction to Blueprint Reading for Welders**

(3-0) (3 credits)

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Course Fee \$36

**WLDG 1317 Introduction to Layout and Fabrication**

(3-0) (3 credits)

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

**Prerequisite:** WLDG 1313 with a grade of "C" or better

Course Fee \$36

**WLDG 1327 Welding Codes and Standards**

(2-2) (3 credits)

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

**Prerequisite:** Department chair approval

Course Fee \$36 Lab Fee \$84

**WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)**

(2-6) (4 credits)

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection and various joint designs.

**Prerequisite:** WLDG 1204 and WLDG 1313 with a grade of "C" or better

Course Fee \$48 Lab Fee \$112

**WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)**

(2-6) (4 credits)

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

**Prerequisite:** WLDG 1204 with a grade of "C" or better

Course Fee \$48 Lab Fee \$112

**WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)**

(2-6) (4 credits)

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and

joint designs.

**Prerequisite:** WLDG 1204 and WLDG 2453 with a grade of "C" or better

Course Fee \$48 Lab Fee \$112

**WLDG 1435 Introduction to Pipe Welding**

(2-6) (4 credits)

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on various welding positions and electrodes.

**Prerequisite:** WLDG 1204 and WLDG 2443 with a grade of "C" or better

Course Fee \$48 Lab Fee \$112

**WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)**

(2-6) (4 credits)

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in various positions.

**Prerequisite:** WLDG 1204 and WLDG 1428 with a grade of "C" or better

Course Fee \$48 Lab Fee \$112

**WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)**

(2-6) (4 credits)

Advanced topics in GTAW welding, including welding in various positions and directions.

**Prerequisite:** WLDG 1434 with a grade of "C" or better

Course Fee \$48 Lab Fee \$112

**WLDG 2453 Advanced Pipe Welding**

(2-6) (4 credits)

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

**Prerequisite:** WLDG 1435 with a grade of "C" or better

Course Fee \$48 Lab Fee \$112

# Who We Are

## Executive Officers

### **Mejia, Juan E.**

*President and Chief Executive Officer*  
Certificate, Texas State Technical College  
B.S., Texas A&M University at Corpus Christi  
M.Ed., Ed.D., Texas A&M University at  
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### **Sheppard, Deana**

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B.B.A., Stephen F. Austin State University  
M.S., University of Houston  
Ed.D., Sam Houston State University

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A.A., Tyler Junior College  
B.F.A., University of Mississippi  
M.P.A., University of Texas at Tyler

### **Lessner, Kimberly G.**

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### **Van Cleef, Sarah E.**

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Apache Call Center:	
Admissions .....	903-510-2523
Business Services.....	903-510-2569
Cashier .....	903-510-2672
Financial Aid .....	903-510-2385
Registrar .....	903-510-2401
Transcripts .....	903-510-2401
Bookstore (Follett) .....	903-510-2522
Campus Police:	
During business hours .....	903-510-2258
On-campus emergency .....	911
Career Planning .....	903-510-3346
Center for Student Life and Involvement .....	903-510-2613
Continuing Education .....	903-510-2900
Dining Services (Aramark) .....	903-510-2516
TDD/TTY .....	903-510-2394
Distance Learning Information .....	903-510-2529
Campus Clinic .....	903-510-3862
Foundation, TJC .....	903-510-2249
Human Resources .....	903-510-2419
Intercollegiate Athletics .....	903-510-2458
Ornelas Health & Physical Education Center .....	903-510-2555
Provost/Academic and Student Affairs .....	903-510-2261
Recreation Room .....	903-510-2611, 2259
Residential Life and Housing .....	903-510-2345
Scholarships .....	903-510-3234
Student Support Services:	
Division Director .....	903-510-2495
Counseling .....	903-510- 2041
Disability Services .....	903-510-2878
Testing Center .....	903-510-2617, 2049
TSI Readiness, Chair .....	903-510-3501
TRIO, Director .....	903-510-2612
Tutoring Services, Director .....	903-510-3114
Vaughn Library .....	903-510-2502
Vaughn Library/Learning Resource Center, Director .....	903-510-2759
TJC Campuses:	
Main Campus .....	903-510-2200
Toll-free (during business hours) .....	800-687-5680
TJC Jacksonville .....	903-510-3331
TJC North .....	903-510-3100
TJC Rusk .....	903-510-2114
TJC West .....	903-510-2900
Corporate Services .....	903-510-2965
Literacy Council of Tyler .....	903-533-0330
Small Business Development Center (SBDC) .....	903-510-2975
Tyler Area Business Incubator .....	903-510-2982

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(<https://www.tjc.edu/locations>)

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